Position Description

Job title: Director of Foundation Relations & Grants
Reports To: Chief Philanthropy Officer
Status: Full-time Exempt
Salary Range: $80,000 to $100,000 DOE
Job Location: Remote – must be in California (works from home with potential opportunities to travel)

The mission of the California Court Appointed Special Advocate Association (CA CASA) is to ensure that children in CA’s foster care system have a voice and the services they need to secure a stable future. We meet this goal by strengthening CA’s network of 44 local CASA programs throughout CA and advocating for child-welfare policies and practices that will improve the lives of children living in foster care. www.californiacasa.org

POSITION OVERVIEW

The Director of Foundation Relations & Grants is responsible for the identification, qualification, cultivation, and solicitation of new institutional funders (foundation, corporate, and government), as well as the stewardship of current institutional funders, to grow and sustain California CASA’s revenue from foundations and other grantmakers. The Director of Foundation Relations & Grants will oversee the initiation and management of relationships with funders; create and drive the implementation of strategies to grow and sustain institutional funding revenue; and manage the grantwriting, reporting, and administration of institutional funding. This position works under the direction and guidance of the Chief Philanthropy Officer to help implement the organization’s strategies for Foundation Relations & Grants with a goal to build capacity and support the strategic direction of CA CASA. CA CASA, under the leadership of CEO Sharon Lawrence, has a long-range vision to serve every child in foster care in the state who needs CASA advocacy.

The position requires a professional self-starter, highly skilled and confident writer, strategist who is adept at cultivating and managing relationships, and excellent task/time management and prioritization skills. The ideal candidate must be an optimist and enthusiastic team-player, detail-oriented and precise, with strong organizational skills. The Director of Foundation Relations & Grants must have a willingness to learn; is courteous, helpful, and service-oriented; actively seeks to understand new concepts and expand skills; has a good sense of humor and the flexibility to work for a statewide operation with multiple office locations and staff working in different locations.

Duties and Responsibilities

- Responsible for creating and implementing a comprehensive Foundation Relations & Grants plan to grow institutional funder opportunities that include foundation, corporate, and government grant funding, to advance the mission and goals of CA CASA.
- Able to successfully solicit grants from foundations and corporations, including developing the strategies required for such activities, designing and executing the identification, qualification, cultivation, solicitation, and stewardship of funders of these efforts.
- Generate and maintain a healthy pipeline of new institutional funders through prospect research in areas of key organizational and programmatic support; create and implement strategies for engagement and solicitation of promising opportunities.
- Actively manage a portfolio of prospective and current funders, collaborating with leadership and colleagues across the organization to identify projects and initiatives that align with the priorities and interest areas of potential funders.
- Establish long-term partnerships and strengthen existing relationships with the foundation, corporate, and government sectors, as well as key grantmaking communities, that will result in funding for the immediate and long-term goals of the organization.
- Grant writing expertise to include:
o Funder research, generation of letters of inquiry, and grant proposals, including preparation of proposal narratives, budgets, task timelines, work plans, performance measures, and evaluation plans, working closely with leadership and the Program Team.

o Work collaboratively with the Program Team and CFO & COO to obtain information, materials, and data necessary to prepare foundation, corporate, and government grant proposals.

o Ensure due diligence and gather project/program and organizational updates, along with financial information, to submit reports for the successful fulfillment of grant terms and conditions.

- Coordinate site visits (in-person/virtual) between potential and current funders and the CEO, Chief Philanthropy Officer, and other colleagues and leadership as appropriate to advance funding opportunities and relationships.

- Keep up-to-date knowledge of direction and priorities of institutional funders that focus on foster care and associated child welfare and societal issues.

- Maintain a regularly updated calendar of grant submission and report due dates that is proactively shared with senior leadership and appropriate colleagues on a consistent basis.

- Maintain DonorPerfect database and electronic copy files for tracking prospective, pending, active, and prior private foundation, corporate, and government funding sources.

- Works with the Chief Philanthropy Officer, establish annual revenue projections for Foundation Relations & Grants and track progress through monthly income and cash flow reporting utilizing donor database and other tools.

- Serve as a foundation relations and grants resource to the network of 44 local CASA programs (as time allows).

- Support the CEO and Chief Philanthropy Officer on the implementation of special initiatives, projects, and other duties as assigned.

**Qualifications – Knowledge, Skills, and Abilities**

- Bachelor’s degree or equivalent years of relevant work experience.

- Related certificate or completion of relevant workshops in grantwriting or grants management and knowledge of the child welfare system would be beneficial is a plus.

- 5 years minimum of relevant fundraising experience required, including extensive foundation, corporate, and government relationship management and grant writing.

- Proven success in identifying, qualifying, cultivating, soliciting, and managing relationships with institutional funders.

- Proven success in grantwriting, grants management, and nonprofit writing.

- Proven knowledge of foundation relations and grants management best practices.

- Excellent verbal, written, and presentation communication skills including effective use of Word, Excel, PowerPoint, Webinars, and other relevant software applications.

- Ability to work independently, multi-task, and set priorities for oneself; as well as the ability to effectively partner with leadership and colleagues to ensure deadlines are met, while navigating multiple priorities and deliverables.

- Ability to use good judgment and maintain confidentiality, adhering to all AFP ethical guidelines and the Donor Bill of Rights.

- Experience and knowledge of child welfare, the foster system, children/youth/family programs, domestic violence, positive youth development, policy development, or related fields highly desired.

- Strong math skills; ability to develop accurate budgets for grant proposals and final reports; ability to work with the CF&OO on finance-related matters for institutional funding.

- Demonstrated ability to work harmoniously with staff, volunteers, and Board members in achieving philanthropic goals.

- Must have excellent problem-solving skill, ability to generate, understand, use, and analyze data and information to make informed recommendations and decisions on priorities and strategies.

- Ability to engage, inspire, and communicate effectively with a variety of individuals and constituents, including Board members, individual donors, foundation representatives, corporate executives, government officials, CASA program directors, other CA CASA network partners, and key stakeholders.

- Skilled in donor software and database applications and ability to ensure accurate record-keeping and reporting, including reconciliation with accounting records.

- A California driver’s license and proof of automobile insurance are required. The successful candidate must meet all screening requirements as set forth in the California Rules of Court, Rule 5.655.

- Ability to travel when needed for in-person meetings with funders, local CASA programs, or CA CASA staff.
To Apply:
Please send a resume and cover letter to jobs@californiacasa.org explaining how you believe your skills, background, and work experience meet the position’s qualifications. All applications will be treated with the utmost confidentiality.

CA CASA offers a competitive salary and benefits package commensurate with experience and skills. We are highly committed to diversity and a workplace environment that respects, appreciates, and values employees from all backgrounds; candidates of color are strongly encouraged to apply. CA CASA is committed to social, racial, and economic justice. Those with lived experience as a member of a historically under-served community (i.e., low income, communities of color, LGBTQ communities, immigrant communities, former foster youth, etc.) are strongly encouraged to apply.

CA CASA is an equal employment opportunity employer. CA CASA’s policy is to not discriminate against any applicant or employee based on race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status (including registered domestic partnership status), sex and gender (including pregnancy, childbirth, lactation and related medical conditions), gender identity and gender expression (including transgender individuals who are transitioning, have transitioned, or are perceived to be transitioning to the gender with which they identify), age (40 or over), sexual orientation, Civil Air Patrol status, military and veteran status, or any other basis protected by applicable federal, state, or local laws. CA CASA also prohibits harassment of applicants or employees based on any of these protected categories.