



**CASA CORNELIA
LAW CENTER**

Job Announcement

Development Assistant – Full Time

Casa Cornelia Law Center (Casa Cornelia), a nonprofit public interest law firm in San Diego, is seeking a professional and passionate individual for the position of Development Assistant. The Development Assistant will provide support to the Development team for the purpose of rapidly expanding Casa Cornelia's capacity to carry out its mission to provide quality *pro bono* legal services to victims of human and civil rights violations.

This is an opportunity to work in all areas of fundraising, improving community and institutional awareness of our mission while making a difference in the lives of indigent immigrants. The Development Assistant will work with diverse staff and volunteers to support organizational efforts to raise the resources for our expanding programs. This is a full-time, non-exempt position. The Development Assistant reports to the Development Manager.

Duties include but are not limited to:

Accounts Receivable

- Enter all gifts into Donor Perfect Online database (monetary and in-kind)
- Prepare and mail IRS-compliant acknowledgment letters
- Prepare invoices for pledged gifts
- Maintain a log of all pledged gifts and provide regular updates on payment status
- Maintain an orderly file system, including all donor and prospect correspondence and grants documentation as directed by the Development Manager and the Grants Manager
- Assist Grants Manager in preparing invoices for reimbursable grants
- Prepare donor and donation reports for the Development Team

Donor Cultivation and Communication

- Prepare and send thank you notes, acknowledgment letters, and other basic correspondence to donors in a timely manner
- Maintain and update records of donor and prospect contacts and correspondence
- Write and edit correspondence as directed by the Development Manager
- Coordinate and execute direct mail campaigns
- Produce monthly activity reports
- Work with staff and board members to assemble donor and prospect lists for fundraising events and solicitations
- Support the efforts of the Board Development Committee and individual board members
- Update website copy as directed by the Development Manager

Event Support

- Provide support to the special event committee, meetings and logistics for such events
- Process all registrations, donations, and sponsorships for fundraising events
- Assist the event committee chair and staff with event set up, as assigned
- Assist in invitation mailings and other event related communications

Other

- Provide any and all administrative and logistical support to the Development Team, as assigned
- Assist with setting up Board Development Committee Meetings and Event Committee Meetings, RSVPs, meeting minutes, and materials to be presented at such meetings
- Support the Development Manager as needed in working with volunteers
- Attend and assist with smaller special events hosted by the Development Team, and at times assist with special events hosted by the Pro Bono Team

Education, Skills and Experience:

- Commitment to Casa Cornelia's mission and programs
- Associate's Degree with at least two years in an administrative role in an office setting, or Bachelor's Degree with office experience (such as an internship) preferred
- Strong written and verbal communication skills required
- Strong computer skills required
- Must be detail-oriented and highly organized
- Comfortable in a variety of formal and informal settings and poise in interacting with all kinds of people
- Willingness and enthusiasm to learn and ability to take direction

Performance Measures:

- **Communication:** Strong commitment to providing knowledgeable and courteous service under all circumstances. Handles pressure well. Able to communicate comfortably and clearly with executive management, board members, current funders, prospective donors, co-workers, volunteers and vendors by telephone, in-person, and in written communications.
- **Confidentiality:** Maintains confidentiality and security of donor and prospect information and data as well as Casa Cornelia Law Center's confidential information.
- **Efficiency:** Meets accuracy standards. Donations processed and acknowledged within 24 to 48 hours. Success in maintaining accuracy of database records.
- **Equipment:** Has very good skills with computer systems, Microsoft Word and Excel, copiers, and other standard office equipment.
- **Other Requirements:** May be required to work evenings and weekends.

Physical Requirements and Work Environment:

Work is performed in an office setting with a moderate noise level; employee will regularly work at a computer station and operate electronic equipment with occasional driving to mail letters at the post office, pick up supplies and deliver special packages; regularly communicate by email, telephone and in-person with staff and other professionals; occasionally lift, carry and position objects weighing up to 20 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Accountability: The Development Assistant is accountable to the Development Manager. The Director of Philanthropy and Grants Manager will assign tasks as well, in coordination with the Development Manager. Candidate must be able to show initiative and problem-solve with minimal guidance.

Work hours are full-time, 35 hours a week. Pay is commensurate with experience. This position is eligible to receive paid benefits including medical, dental, vision, life, and long-term disability insurance. Additionally, the selected candidate will qualify for retirement plan, paid and sick time off, twelve paid holidays, and a rewarding and professional work environment.

To Apply: Please send your (1) Cover Letter of Interest; (2) Resume; and (3) References to Applications@casacornelia.org

To learn more about Casa Cornelia, please visit www.CasaCornelia.org.

Casa Cornelia Law Center provides equal employment opportunities to all employees and applicants without regard to race, color, religion, national origin, ancestry, gender, sex, gender identity or expression, age, medical condition, sexual orientation, marital status, citizenship, pregnancy, physical or mental disability, genetic information, veteran status, military status, caregiver status or any other characteristic protected by federal, state or local laws.