



Donor Relations Officer

ABOUT FAMILY LAW CASA

Since 2002, Family Law CASA has advocated for children in contentious family law litigation by providing Court Appointed Special Advocates and attorney representation. Our work benefits 175-250 kids per year from families navigating economic injustice in King County. For more information, please visit our website at familylawcasa.org.

Cultivating a staff team that represents the diverse experiences and backgrounds of our families in King County is critical to our organization's mission and vision. We encourage applications from people of color, immigrants, multicultural individuals, people with disabilities, members of the LGBTQIA+ community and people with other diverse backgrounds and lived experiences.

THE ROLE

The Donor Relations Officer is a full-time front-line fundraiser responsible for managing and growing a portfolio of major donors (\$1k+) to raise \$350k+ in FY25 and eventually \$500k+. Reporting to the Development and Communications Director, the DRO partners with the ED, DCD and board to build and maintain relationships with donors and raise funds for ongoing programmatic and organizational priorities. They are a self-starter leading all aspects of identification, qualification, cultivation, solicitation and stewardship for a growing portfolio of donors and prospects.

MAJOR RESPONSIBILITIES

Create and execute a strategic major gifts plan and grow and manage a major gifts portfolio.

- Through prospect research, qualification and cultivation continue building a major donor portfolio of 100-150 donors.
- Develop meaningful relationships with major donors and major donor prospects to ensure they feel special, valued, and connected to Family Law CASA's mission.
- Work with staff and the Board of Directors to develop and execute strategies, using moves management principles for ongoing cultivation and stewardship of major donors and prospects.
- Prepare briefing documents for the Executive Director, Development and Communications Director, and members of the board to use in major gift cultivation and solicitation.
- Serve as staff liaison to donors and board members in their fundraising efforts as needed.
- Write proposals and concept papers for major donor prospects describing funding opportunities in line with FLC's strategic plan and programs.
- Provide ongoing communication, program reports and updates for major donors showing the impact of their contributions. Ensure 10-12 personalized touchpoints per donor, per year inclusive of events and the established communications calendar.

Perform major gifts administrative tasks to ensure strengthened relationships with major donors and prospects are documented and reflected in ongoing outreach.

- Manage portfolio donor moves and interactions in Salesforce donor database system.

- Provide logistical and communication support for meetings and appropriate follow-up by filing timely activity items and call reports and appropriate correspondence.
- Participate in annual budgetary process to inform and help create donor projections and an annual operating budget for the development function and manage activities within the allocated resources.
- Track which board member is connected to each donor and facilitate their involvement in donor actions in partnership with the Executive Director. Includes maintaining lists of donors/prospects for each board member that can be reviewed with board members a couple times a year.
- Lead portfolio review with Dev/Comms Team regularly to ensure best action plan with donors.

Support smaller donor events and major donor participation in major events to ensure a positive relationship-building experience towards our annual goals.

- Work with board members, donors and the Executive Director to coordinate house party event planning and logistics (i.e. guest list management, invite and RSVP, coordination of food and beverage, materials for event).
- Coordinate major donor engagement at the annual luncheon event (i.e. personal invites sent to major donors, attendees assigned a staff or board member to give them special attention, thank you calls and notes, etc.).

Collaborate with the broader team at Family Law CASA.

- Weekly check-ins with Development and Communications Director
- Attend weekly staff meetings in-person
- Participate in monthly Development/Comms Team meetings
- Periodically attend other team meetings and trainings, including DEIB trainings
- Periodically attend board meetings
- Quarterly attend board development committee meetings, contribute as needed regarding individual major gifts strategy and goals

QUALIFICATIONS

- 5+ years of experience in non-profit development.
- Demonstrated success in managing a major gift portfolio, working with high net-worth individuals, securing five and six-figure gifts.
- Demonstrated success working with and engaging volunteers in philanthropy.
- Excellent writing and oral communications skills and ability to prepare funding proposals.
- Cultural awareness and sensitivity in working with a diversity of folks, with an understanding of systems of oppression facing low-income communities of color.
- Strong interpersonal communication skills. Ability to approach peers and partners with empathy and kindness.
- Enjoys calling and visiting donors and prospects in-person and collaborating with staff and board.
- Ability to set priorities, coordinate multiple projects, handle details, and work effectively under pressure with minimum supervision.
- Demonstrated basic to intermediate computer skills (Microsoft Office experience required).
- Commitment to Family Law CASA's mission and values.

EDUCATION

- An undergraduate degree, or any combination of education and experience, will qualify a candidate for this position. Education acquired outside of the United States is acceptable.

LANGUAGE PROFICIENCY

- Ability to read, write and speak English with primary fluency is required.

OUR DIVERSITY, EQUITY, INCLUSION & BELONGING VALUES STATEMENT:

At Family Law CASA, we recognize our existence is inextricably tied to racist, sexist, and classist systems that disproportionately impact marginalized groups of King County, especially BIPOC (Black, Indigenous, and People of Color) and people in low-income communities. Through our critical work championing children's voices in family court, we seek to continue to mitigate these real impacts by:

- Implementing anti-racist and inclusive practices and intentionally participating in ongoing equity and bias training with our board, staff, and volunteer advocates.
- Including and elevating the voices of all stakeholders that intersect with our program and hold ourselves and our allies accountable for ensuring access to justice and equitable representation in family court.
- Recognizing that authentically engaging with and centering historically marginalized voices will enable us to disrupt systemic harm and transform our practices, programming, and organization to be more equitable.

COMPENSATION AND BENEFITS

The starting salary range for this role is \$80,000 - \$93,000 annually. Salary increases are given each year in September. Medical, Dental and Vision, commuter benefits and retirement plan with 2% of annual salary contributed by Family Law CASA. Generous PTO policy starting at 25 days per year, 11 paid holidays plus five floating holidays of your choosing and a fun work environment!

ACCESSIBILITY

Our office is accessible via elevator with wide hallways to reach our suite. Individual workspace for Donor Relations Officer available with space for a variety of mobility aids. Tour of physical office space can be included in the interview process by request.

LOCATION

Our offices are in Tukwila, WA near Southcenter Mall. It is about a 10-minute walk from the bus lines on Andover Park W, or the Tukwila Sounder train stop to our building with traffic lights and crosswalks at each intersection.

This position is a hybrid role with two mandatory days in the office and frequent local travel for in-person donor meetings.

TO APPLY

Please send a cover letter and resume to Erica Lee, Development & Communications Director, at development@familylawcasa.org. PDF format is preferred.



Applications will be accepted until the position is filled. Applications received by Wednesday, January 8, 2025, will be prioritized.

Family Law CASA is an equal opportunity employer and does not discriminate against any employee or applicant for employment based on race, color, religion, national origin, age, gender identity or expression, sex assigned at birth, ancestry, citizenship status, mental or physical disability, genetic information, sexual orientation, veteran status, or military status.