About CAASE

Mission and Vision

CAASE envisions a community free from all forms of sexual exploitation, including sexual assault and the commercial sex trade. CAASE addresses the culture, institutions, and individuals that perpetrate, profit from, or support sexual exploitation. Our work includes prevention, policy reform, community engagement, and legal services.

Values

Social and institutional systems do not adequately serve survivors of sexual violation. Sexual violation disproportionately harms people from marginalized communities, including girls and women, people of color, LGBTQ people, people with disabilities, people living in poverty, and immigrants and people without documentation. To best support survivors, CAASE confronts the inequities that fuel or intersect with sexual harm. Our dedication to this work is reflected in our values.

- **Dignity** | We respect the inherent humanity of all people and strive to expand opportunities for personal autonomy.
- **Accountability** | We answer to survivors and collaborate with allies as we seek to hold those responsible for harm accountable.
- **Progress** | We create individual, institutional and cultural change by using innovative approaches to ending sexual harm.
- **Equity** | We commit to building a world where every person, with consideration for their intersecting identities and unique circumstances, has the same access to opportunity and power.

CAASE does not discriminate against job applicants or employees on the basis of actual or perceived race, color, ethnicity, sex (including sexual orientation, gender, gender identity, gender expression, gender stereotyping, pregnancy and childbirth status) religion, national origin, age (40 and over), mental or physical disability, neurotype, marital status, genetic predisposition or carrier status, military status, veteran status, arrest record, status as a victim of domestic violence, status as being under an order of protection, lack of a permanent mailing address or using the mailing address of a shelter or social service provider, or any other characteristic protected by applicable law. CAASE supports a person’s full access to reproductive health information and services.
About the Opportunity

The Development Manager is primarily responsible for creating, administering and implementing CAASE’s development plan, specifically initiating, planning, and executing CAASE’s fundraising and development events. This role is managed by the Senior Development Manager, is a key member of the Administrative Department, and requires close collaboration with CAASE’s Executive Director and Board of Directors.

Responsibilities

Special Events

- Maximizing the value of CAASE events by identifying new event opportunities and expanding the capacity of current annual events.
- Working with the Executive Director to develop annual events strategy, maintain execution calendar.
- Providing primary staffing to Board fundraising and event committees.
- Managing all aspects of event planning and execution, including creating event themes and programming, recruitment of program speakers, recruitment of corporate sponsors and individual donors, registration or ticket sales, venue logistics, and vendors.
- Managing and coordinating annual appeals, including direct mail and digital marketing campaigns.
- Leading pre-event fundraising and campaign meetings, event host committee meetings and all other event related discussions.
- Recruiting for and leading Board of Directors event host committees.
- Leading post-event debriefs and collecting and analyzing feedback from staff, board members, and guests to make recommendations for improving future efforts.
- Developing a consistent event follow-up strategy, and executing follow-up communications, including thank-you templates, acknowledgments, cultivation materials, and other collateral.
- Building a development events resource hub, with curated resources on partners, vendors, event best practices, samples, templates, and protocols.
- Assisting in preparation of fundraising progress reports for CAASE’s Executive Director and Board.
- Work with the Executive Director and Board of Directors to develop working groups that might be useful for fundraising, e.g. junior board, advisory board, etc. as needed and assigned.

Donor Relations

- Utilizing events as part of overarching donor engagement and stewardship initiatives, and recommending events (type, location, size) to cultivate and steward specific donor groups.
• Collaborating with the Executive Director to establish annual and monthly goals for donor engagement.
• Leading the planning and execution of donor engagement and stewardship events, including donor appreciation and cultivation events, small group educational programs, and house parties.
• Developing and implementing strategies for solicitation to grow annual revenue from individual donors.
• Overseeing accuracy of constituent management system (eTapestry) and maximizing the mining of donor information within the database to enhance fundraising efforts.
• Developing and managing a portfolio of current and prospective donors, maintaining detailed records on research, cultivation, solicitation and stewardship activities.
• Tracking and providing strategic guidance regarding CAASE’s relationships with and outreach to individual donors.
• Conducting prospect research to identify new prospective major gift donors.
• Serving as secondary liaison (after Executive Director) to the Board of Directors, supporting Board efforts to recruit individual donors.

Education and Experience

• A minimum of 1 years of experience and demonstrated fundraising success with an emphasis on cultivating, soliciting and stewarding individual donors.
• A minimum of 1 year of experience in event management, including managing staff and event volunteers.

Required Knowledge, Skills, and Abilities

• Experienced in Microsoft Word, Excel, PowerPoint, and Google Suite required.
• Knowledge of donor management software required (Blackbaud preferred).
• Excellent interpersonal, written and verbal communication skills.
• Ability to work well under pressure, multi-task, establish priorities, meet deadlines, and follow through on assignments.
• Ability to interact with diverse populations in a culturally responsive manner.
• Must be committed to feminist principles, practicing intersectional equity in all facets of the work, and ending the perpetration of sexual harm in Chicago and Illinois.

Reports to: Senior Development Manager
Salary and Benefits

The role is a hybrid, full-time, 40 hours per week position, with the ability to work remotely in Chicago, and/or in-person at CAASE’s Chicago Loop office. **COVID-19 vaccinations are required for candidates as of their first day of employment.**

The starting annual salary for this position is $55,000 and may be negotiable depending on experience. CAASE strives to provide a comprehensive and equitable benefits package, including health and dental coverage with employer contributions to premiums, optional vision coverage, and employer paid life insurance. CAASE offers a robust 401k plan with a 2% employer contribution regardless of employee elections. CAASE offers remote work stipends to partially cover phone and internet expenses for those to whom it applies. CAASE also has generous paid time off, including regular vacation time, flexible sick time which can be used for mental health, preventative health and family wellness, regular paid holidays (including floating holidays,) and long term paid medical and parental leave.

Application Instructions

Please submit a resume and cover letter to hr@caase.org. No phone calls please. If you need any assistance or accommodations during the application process, please contact hr@caase.org.

Studies have shown women, LGBTQ+ folks and/or BIPOC are less likely to apply for jobs unless they believe they meet every single one of the qualifications described in a job description. We are committed to building a diverse and inclusive organization and we are most interested in finding the best candidate for the job. We are eager for applications from people with non-traditional backgrounds, and we strongly encourage all interested candidates to apply.