



April 2026

**JOB TITLE: Development & Communications Coordinator
Marin CASA (Court Appointed Special Advocates)**

Marin CASA is a nonprofit organization that oversees Court Appointed Special Advocates (CASAs) -- local, specially trained volunteers who provide consistency and support for children in the Marin County Juvenile Court System.

Marin CASA is seeking a highly organized, mission-driven Development & Communications Coordinator to support our fundraising, communications, and executive operations.

POSITION SUMMARY: The Development & Communications Coordinator (DCC) is responsible for supporting Marin CASA in three primary areas: Development, Communications and Executive Administration. This is a hybrid role after probation period. Full-time employees currently work three days in the office and two remotely.

This is an ideal role for someone who is detail-oriented, creative, and excited to grow within a nonprofit organization that serves children in foster care.

Key Responsibilities

Development Support

- Maintain and update donor records (DonorPerfect experience a plus)
- Process donations and acknowledgments
- Assist with fundraising campaigns and events, including annual Fall Gala.
- Support donor communications and stewardship efforts
- Coordinate mailings
- Coordinate grants management: maintain calendar; support creation and submissions of proposals and reports

Communications

- Create newsletters and e-blasts (Canva + Mailchimp or similar)
- Draft social media content and website updates
- Support annual impact report production and mailing
- Ensure consistent brand voice and messaging

Executive & Board Support

- Assist Executive Director as needed
- Support board communications and materials
- Maintain organized digital filing systems
- Help manage multiple deadlines and priorities
- Manage overall office coordination

Qualifications

- Bachelor's degree in related field (Communications, Marketing, Business, Nonprofit Management) preferred
- Two+ years of experience in nonprofit Development
- Strong writing and editing skills
- Experience with Canva or similar design tools
- High level of organization and attention to detail
- Ability to handle confidential information professionally
- Commitment to child advocacy and Marin CASA's mission

We're Looking For Someone Who:

- Is proactive, anticipates needs and can work independently
- Thrives managing multiple priorities
- Is comfortable learning new systems
- Wants to grow into greater responsibility over time. This position offers opportunity for advancement.
- Has experience with donor database management, ideally Donor Perfect.

- Is Bay Area based; Marin county preferred. Lives within a 30 minute commute of the office in San Rafael.
- Possess a strong work ethic and commitment to upholding the Marin CASA mission, and values.
- Physical requirements include: prolonged sitting at a desk, working on a computer keyboard, writing, reading, driving to and attending meetings and court in Marin County.

Job Type: Full-time

The DCC reports to the Executive Director. Marin CASA has 5-7 employees.

Salary: \$62,000 - \$70,000. Final offer commensurate with experience.

Benefits include PTO, Sick Leave, Medical, Dental & Vision.

Marin CASA currently operates with a hybrid work model. This position will be primarily based in the office, with the potential to work from home up to two days per week as the workload allows.

Please submit your resume with a cover letter that tells us why Marin CASA is the right place for you and highlights your experience as it relates to our needs, to:

jobs@MarinCASA.org with the Subject line "Development"

Resumes will be reviewed as they are received, with the goal of filling this position quickly.

Marin CASA conducts reference checks and criminal background checks on all new hires. All Marin CASA employees must consent to: Livescan Screening with Child Abuse Central Index, Social Security Verification, National/Local Sex Offender Registries, Megan's Law, OFAC (government watch list) and National Criminal Database. A candidate whose background check is unacceptable to Marin CASA will not be hired.

Marin CASA is an Equal Opportunity Employer committed to creating a diverse and inclusive company culture. Marin CASA does not discriminate against candidates and employees because of their disability, sex, race, gender identity, sexual orientation, religion, national origin, age, veteran status, or any other protected status under the law.