

## **DEVELOPMENT COORDINATOR CASA OF COLLIN COUNTY**

All children deserve a safe and loving forever home, free from abuse or neglect. CASA of Collin County promotes and protects the best interests of children who have been abused or neglected by training volunteer advocates to improve the child's quality of life and serve as their voice within the court system to ensure they are placed in a permanent and loving home.

CASA of Collin County is seeking an organized, mission-driven individual to research and write grant proposals, manage annual giving campaign, manage donor database, coordinate beneficiary events, in-kind donation oversight, and assist with community outreach, special events, and other Development Department projects. This position reports to the Development Director.

### **Duties & Responsibilities:**

This is a full-time, in-house position. Responsibilities include but are not limited to:

- Manage grants program including research, writing, tracking, and reporting of local, state, and federal grants.
- Work closely with program staff to gather needed information on programs and define goals.
- Works collaboratively with Development Director in the research, solicitation, cultivation, and stewardship of new and existing funders.
- Plan and oversee CASA's fundraising campaign initiatives including Child Abuse Prevention Month, North Texas Giving Day, and End of Year.
- Create and manage a monthly recurring giving program of individual donors.
- Play a key role in community outreach, public speaking, and community involvement to promote awareness of CASA mission, recruit volunteers and cultivate donors.
- Oversee and organize CASA's annual Holiday Program, including, but not limited to, list collection, sourcing donors, inventory, data entry, and volunteers.
- Manage and oversee all aspects of donor database to solicit, cultivate and develop donor and constituent relationships in close coordination with Development Director.
- Oversee accuracy of imports, data clean-up, updating and entering of all records to system with assistance from the Administrative Assistant.
- Utilize database effectively to develop accurate reporting and statistical analysis on donors, funders, campaigns, and special events.
- Research, schedule, and coordinate beneficiary events, including staff and volunteer involvement in approved events.
- Assist with special events including fundraising gala and volunteer appreciation.
- Attend and participate in all event planning committees.
- Perform other related duties as assigned. Flexibility to cover evening and weekend functions.

### **Skills & qualifications:**

- 1-3 years of fundraising, development, and nonprofit experience.
- Passionate about mission of CASA.
- Experience with donor database systems and events management software preferred.
- Exceptional organizational skills including time management, planning and project management in a fast-paced collaborative environment.
- Strong interpersonal oral and written communications skills.
- Effectively function in team environment with staff, volunteers, board, and committee members.
- Ability to prioritize and manage multiple tasks and responsibilities and meet deadlines.
- Bachelor's degree and/or equivalent combination of education and experience.
- All offers of employment are contingent upon the results of a criminal background check, fingerprinting, and reference checks.

This is a full-time salaried position with benefits. Please email resume with cover letter and salary requirements to [jgreeson@casaofcollincounty.org](mailto:jgreeson@casaofcollincounty.org). No phone calls.