

RESOURCE DEVELOPMENT COORDINATOR

Full-time: 40 hours/week
Required Training: Complete New CASA Volunteer Training Course
Supervisor: Executive Director

Primary responsibilities include:

Marketing - Marketing duties shall include the following:

1. Collaborate with the Executive Director and Board Funding and PR Committee in developing and implementing cause-related marketing partnerships with major corporations and businesses in Southeast Texas.
2. Develop and maintain media relations and prepare publications related to marketing in coordination with the Executive Director.
3. Attend community fairs, employee fairs, etc.
4. Maintain social media (Facebook & Instagram) to promote donors' contributions, events etc.
5. Solicit and make public appearances and speaking engagements on behalf of CASA, with Executive Director approval.
6. Compile information for the CASA Newsletter and maintain website.
7. Coordinate with Recruitment and Retention for volunteer recruitment advertising.
8. Produce an Annual Report in coordination with the Executive Director.

Fund Development - Fund development duties shall include the following:

1. Collaborate with the Executive Director and the CASA Board's Fundraising and Public Relations Committee to create, implement, and maintain a sustainable fund development plan, including annual and planned giving projects.
2. Coordinate with the Executive Director and event chairpersons on the development, scheduling, and implementation of special fundraising events.
3. Identify new and on-going sources of funding for CASA, including grants and trust donations. Write grants and prepare required reports.
4. Maintain accessible up-to-date grants, events, and funding files at the CASA office.
5. Maintain donor database.
6. Research innovative ways to acknowledge benefactors. Develop and execute a recognition plan for them.
7. Coordinate with the Executive Director in creating and maintaining a schedule for grant requests, reports due, and status of grants.

Qualifications

Education & Experience Requirements:

- Bachelor's Degree
- 5+ years fundraising, sales, marketing, communications, event planning experience
- 3+ years of grant writing experience
- 3+ years of public speaking experience

Position Requirements:

- Knowledgeable and experienced in nonprofit and volunteer management, with an emphasis on proven fundraising results.
- Excellent verbal and written communication skills.
- Demonstrated knowledge and use of digital, social media & emerging online channels.
- Capable of balancing multiple priorities effectively.
- Demonstrated experience in volunteer recruitment
- Enthusiastic, self-motivated and committed to excellence.
- Capable of working well with a variety of personalities and leadership styles.
- Highly organized and professional.
- Resourcefulness, promotions savvy and problem solving acumen.
- Knowledge of MS Office Suite.
- Other duties as assigned

Physical Demands & Work Environment:

- Physical demands are minimal and typical of similar jobs in comparable organizations. Work environment is representative and typical of similar jobs in comparable organizations.
- May be required to move or lift promotional and event materials weighing up to 25 pounds for various events.
- Travel within the program's designated area.
- Required to work periodic evenings or weekends.

Disclaimer

The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of employees. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of CASA of Southeast Texas. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. CASA of Southeast Texas is an Equal Opportunity Employer.