

CASA for Kids, Inc. Flathead County

DEVELOPMENT MANAGER JOB DESCRIPTION
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SUMMARY

The Development Manager will focus on creating development plans that raise public awareness about CASA for Kids, facilitate donor fundraising, engage in community outreach, and generally raise revenue to pursue the organization's strategic goals.

RESPONSIBILITIES

Development Duties

1. Collaborate with the Executive Director and Board of Trustees to create and execute a development plan that increases brand awareness and revenue to support the strategic direction of CASA.
2. Organize and lead all events: working with community partners, vendors, and other CASA staff and Board of Trustees to ensure success of events.
3. In collaboration with the Executive Director, research appropriate grants and assist in the grant process from drafting through reporting.
4. Maintain direct-mailing and run online campaigns throughout the calendar year.
5. Identifying future fundraising opportunities and partners that are critical for continued growth.
6. Network outside of the organization and attend community events as needed.
7. Lead all marketing and social media efforts to bring awareness to the mission.
8. Manage all other creative areas including graphic design, branding and merchandise and photography.
9. Oversee CASA for Kids website.
10. Manage donor/volunteer appreciation and retention efforts.
11. Oversee all donor databases, manage issues, and assist with failed payments.

Office Management Duties

- In charge of processing and inputting all incoming donations into donor database.
- Maintain and strengthen donor stewardship strategies, responsible for thanking and receipting donations.
- Assist in checking office mail and bill payment processes.
- Supervise and support part-time employees and event volunteers. Assign work, guide and motivate staff/volunteers.
- Assist Executive Director with financials, purchases and booking travel, as needed.

Continue personal growth with ongoing CASA related training, as well as staying informed of current National CASA rules and regulations.

QUALIFICATIONS

- Commitment to CASA's goals and mission and a passion for the health and well-being of children.
- Successful completion of all background checks.
- Proficiency in MS Office (particularly Word and Excel).
- High level of administration and organizational skills.
- Prior experience required. Higher education in a related field is preferred.
- Experience with a donor database is preferred. Previous experience with youth service organizations and with socio-economically diverse populations.
- Ability to work cooperatively and flexibly as part of a team, maintaining a positive upbeat attitude.

HOW TO APPLY:

Please send your resume and cover letter to: admin@flatheadcasa.org
Subject Line: CASA Development Manager

Applications will be reviewed on a rolling basis, and early applications are encouraged.

Join us in making a lasting difference for children in the Flathead Valley.

Job Type: Full-time

Benefits:

Flexible spending account
Health insurance
Paid time off
Professional development assistance
Work Location: In person

Pay: \$60,000.00 - \$70,000.00 per year DOE