

# CASA for Kids, Inc. Flathead County

## DEVELOPMENT ASSISTANT JOB DESCRIPTION

### SUMMARY

The Development Assistant helps CASA fulfill its mission by providing professional staff support to the CASA Development team and the CASA program. This position is primarily responsible for assisting with fundraising events, community outreach, donor correspondence and marketing. The Development Assistant is hired by the Executive Director and reports directly to the Development Manager.

We are seeking a flexible individual with excellent communication skills, attention to detail, good computer skills, and an upbeat attitude. Candidates should be able to assist management by handling office tasks, accurately completing data-entry, processing a variety of correspondence in an efficient manner, providing polite and professional assistance via phone, mail and email. Most importantly, the Development Assistant should have a genuine desire to meet the needs of others. CASA for Kids operates as a team with both shared and individual responsibilities.

### RESPONSIBILITIES

#### General Duties

1. Courteously, empathetically and professionally receive incoming telephone calls and visitors to the office.
2. Screen and route phone calls to the appropriate person.
3. Participate in staff and team meetings.
4. Support volunteers who assist with various projects in the office, community outreach and events.
5. Using a tickler system, send out reminders and/or make phone calls to Development Team, Board of Trustees and volunteers for scheduled meetings and events.
6. Other duties as assigned by the Executive Director and Development Manager.
7. Work with the Development Manager supporting various fundraising, marketing and event projects as well as direct mailings.
8. Collaborate with the Development Manager, Executive Director, Board of Trustees, staff, interns and volunteers on events.
9. Assist with processing and data entry for all incoming donations into Bloomerang and support Development Manager with donor/advocate appreciation efforts.
10. Work with the Development Manager to create and distribute a monthly volunteer newsletter and a monthly donor newsletter.
11. Work in Canva to design social and web digital assets and assist the Development Manager with maintenance of the CASA website, Social Media campaigns and outreach.
12. Other duties as assigned by the Executive Director and/or Development Manager.

### QUALIFICATIONS

- High School completion required, Bachelors preferred.
- Commitment to CASA's goals and mission and a passion for the health and well-being of children.
- Ability to maintain strict confidentiality requirements according to program protocols
- Successful completion of all background checks.
- Within 1 year of hiring, complete CASA Training.
- High level of administrative and organizational skills, showing attention to detail.
- Proficient in MS Office (particularly Word, Outlook and Excel). Experience with Canva, Bloomerang or similar Donor database programs given preference. Familiarity with Social Media and some website management preferred.
- Excellent communication skills.
- At least 1 year of prior administrative experience required.
- Ability to interact positively and professionally with a diverse population, advocates, and board members.
- Ability to work collaboratively, cooperatively and flexibly as part of a team, filling various roles as needed for the good of the project and organization while maintaining a positive upbeat attitude.