

CASA for Kids, Inc. Flathead County

DEVELOPMENT MANAGER JOB DESCRIPTION

SUMMARY

The Development Manager will focus on advancing the mission of CASA for Kids, Flathead County by carrying out fundraising goals according to our strategic plan. This position is responsible for planning and managing fundraising events, marketing campaigns, donor engagement, management and retention, as well as engaging in community outreach. The Development Manager is hired by and reports directly to the Executive Director.

RESPONSIBILITIES

General Duties

1. Collaborate with the Executive Director and Board of Trustees to create a development plan that increases brand awareness and revenue to support the strategic direction and plan of CASA.
2. Organize and lead all events: working with community partners, vendors, CASA staff, BOT and Volunteers to ensure success of events.
3. Lead all marketing, social media and direct mailing efforts to bring growth and awareness in the community throughout the calendar year.
4. Assist in identification of future grants, fundraising opportunities and partners that are critical for continued growth.
5. Network with individuals and agencies outside of the organization and attend community events as requested by the Executive Director.
6. Manage creative areas including graphic design, branding and merchandise, photography and website.
7. Oversee donor and event databases and their integration with payment platforms and the CASA for Kids, Inc website.
8. Ensure Grant compliance by tracking all grant application and reporting due dates.
9. Ensure timely donation acknowledgement and donor communications.
10. Manage donor/volunteer appreciation and retention efforts.
11. Assist Executive Director and bookkeeper with deposits and financial reporting as requested by the Executive Director.
12. Monitor and evaluate progress toward fundraising goals.
13. Additional duties as assigned by the Executive Director

QUALIFICATIONS

- Bachelor's Degree or equivalent combination of training and experience.
- Commitment to CASA's goals and mission and a passion for the health and well-being of children.
- Commitment to continued personal growth with ongoing CASA related training, as well as staying current about National CASA standards.
- Ability to maintain strict confidentiality requirements according to program protocols
- Successful completion of all background checks.
- Within 1 year of hiring, complete CASA Training.
- Proficiency in MS Office (particularly Word and Excel).
- High level of administrative and organizational skills, showing attention to detail.
- At least 2 years of experience with event planning/management and fundraising work for a non-profit is required. Experience working with a donor database is preferred.
- Previous experience working with youth service organizations and/or socio-economically diverse populations preferred.
- Ability to work collaboratively, cooperatively and flexibly as part of a team, while maintaining a positive upbeat attitude.
- There is some scheduling flexibility in this full-time position, however the person who fills this position must be available to work required evenings and weekends, especially around major events and fundraising campaigns.