



Development Coordinator

Job Description

Advocates for Children CASA is a 501 (c)(3) non-profit organization that works to ensure that all children dream, thrive, and grow with a sense of belonging and empowerment to build a successful future. Our organization recruits, trains, and supports community volunteers who advocate for children who have open dependency & neglect cases, truancy cases, juvenile delinquency cases, need additional educational advocacy, or are an adolescent that may need some additional support or assistance in transitioning into adulthood. Our compassionate Court Appointed Special Advocates, volunteers, mentors, and tutors speak up for these children's best interests. It is the mission of Advocates for Children CASA to improve the lives of children and youth who have experienced abuse, neglect, or other life challenges, by connecting them with volunteer advocates and activating community partnerships. For nearly 40 years, Advocates for Children CASA has served the local youth of Arapahoe, Douglas, Elbert and Lincoln Counties. Our staff has grown, and our programs have expanded but one thing has remained the same over all these years – Advocates for Children CASA volunteers make an impact on children's lives every single day. We are helping to change their story.

In working towards CASA meeting our overall objective to provide advocacy for the populations we serve, the Development Coordinator implements, manages, and supports community outreach and fundraising efforts. The Development Coordinator works closely with the Director of Development and Community Relations and Executive Director (the Development Team) to increase exposure for Advocates for Children CASA, maintain donor relationships, and nurture community partnerships.

Reports to: Director of Development & Community Relations

Salary: Commensurate with experience with a range from \$31.25 - \$33.65/hour

Hours: Generally, Monday-Friday 8am-5pm, with frequent night and weekend hours during outreach activities, volunteer trainings, agency events and fundraisers. Based out of the Advocates for Children CASA office located at 16965 Pine Lane, Suite 120 Parker, CO 80134. We currently offer a hybrid work-from-home schedule with a minimum of three days a week in office.

Transportation: A valid driver's license and personal transportation is required for this position.

Description of Duties:

- Alongside the Development Team, implement the organization's Development Plan to cultivate, solicit and appreciate donors and fundraising efforts
- Assist Director of Development and Community Relations with building and maintaining community partnerships which includes serving as a CASA representative at Chambers of Commerce gatherings, seeking out community presentation opportunities, etc.
- Maintain and update the organization's Salesforce database which includes donation data entry and reporting
- Coordination and management of donor appreciation process
- Enhance and manage a volunteer giving program
- Support Executive Director with grant research, grant writing, and grant management
- Participate in innovative and strategic thinking and conversations regarding the organization's growth as it pertains to fundraising and donor relationships
- Generate collateral materials like program brochures and event materials
- Oversee "Kids Needs" which include fielding requests from volunteers and the Advocates for Children CASA team, coordinating donations, and maintaining strong communication with community partners
- Manage community partner relationships and make connections with the Advocates for Children CASA team when appropriate
- Coordinate and oversee Garage Giveaways and seasonal advocacy efforts (ex: school supply distribution, Halloween party, Thanksgiving baskets, holiday gift drive, etc.)
- Assist with managing on site production and execution of events
- Work with the Development Team and event chairs to research, interview, and book event vendors
- Work with the Development Team to compare, negotiate, approve, and discuss contracts and other event-related expenses
- Conduct post event evaluations and report on outcomes when appropriate

Qualifications:

- 2+ years of experience working in development, special events, marketing, database management, or related field with a bachelor's degree
- Excellent writing, interpersonal, organization, presentation, and public speaking skills
- Ability to work in fast-paced environment with quick adaptability and attention to detail required
- Experience working with Executive Leadership and Board of Directors
- Capacity to work with people of diverse educational, professional, socioeconomic, cultural, and ethnic backgrounds
- Excellent time management and communication skills
- Ability to build and maintain business relationships and proficient sales skills
- Ability to manage multiple projects independently
- Ability to be flexible and innovative
- Flexible schedule and ability to work evening and weekends
- Proficient using Microsoft Outlook, Word, Excel, and PowerPoint
- Experience with Salesforce preferred
- Experience with grant writing preferred
- Experience with Canva and/or Adobe preferred

Applying: To apply, please send a cover letter and resume to Andrea Cregan, Director of Development and Community Relations, at andrea_cregan@adv4children.org.

For more information about Advocates for Children CASA, visit www.adv4children.org.