



TITLE: Development Coordinator

DEPARTMENT: East Texas CASA

REPORTS TO: Executive Director

SUPERVISES: N/A

STATUS: Non-Exempt/Part-Time **HOURS:** Up to 25 hours per week

SALARY: Dependent on Experience

AUTHOR: Executive Director

RESPONSIBILITIES/TASKS:

NOTE: Some descriptions may have more specific duties and/or goals and objectives attached to this task. Such attachments normally reflect unique aspects of specific locations, grants, departments, etc.

Summary of Job Responsibilities:

Plan, implement and evaluate development strategies to include Resource Development, Public Relations, and Special Events. Coordinate these activities with the ED, Board of Directors and related committees.

- Assist the ED with the development of a comprehensive plan to cultivate and solicit organizations, corporations, foundations and individuals.
- Serve on the Facilities Committee and coordinate with ED on strategic and targeted development campaigns as well as participate in implementation of chosen initiatives.
- Assist the ED and Volunteer Coordinator with the development and implementation of a Public Relations/Marketing Campaign for Gregg, Rusk & Upshur Counties.
- Assist with the coordination of media and public relations for the various resource development events throughout the year.
- Assist the ED with maintenance and updates of the program's social networking sites.
- Serve as an ET CASA representative as needed at area functions and events.
- Participate in the planning and execution of fundraising special events.
- Participate in the strategic planning process with regard to development and marketing activities.
- Participate in the planning and implementation of social media strategies to further CASA's mission.
- Assist the ED with monthly and semi-annual newsletter in areas of content, layout, and publication.

- Attend general staff meetings as available
- Other duties as assigned by the Executive Director

POSITION EXPERIENCE & ABILITIES:

NOTE: These requirements represent minimum levels in order to perform the job on a satisfactory basis. Candidates must have the ability to satisfactorily perform the essential functions of the job.

1. Requires in-depth understanding of a comprehensive field of knowledge normally associated with the attainment of a Bachelor's Degree in a field of social service, marketing, social work or equivalent combination of education and experience demonstrating the required knowledge, skills and abilities to carry out the responsibilities of the Development Coordinator.
2. The ability to communicate with and empower CASA volunteers to be effective in their roles-- experience with volunteers is preferred
3. Requires proficient ability to speak, read and write English.
4. Requires ability to speak clearly and make self understood effectively in face to face interactions; articulate with accuracy to speak on the phone. Requires excellent interpersonal skills and verbal and written communication skills.
5. Requires ability to hear and receive verbal instructions, answer phones, communicate with people in situations with some background noise.
6. Requires ability to recognize differences in sound, such as voices/noises that are loud and playful instead of angry and combative; and ability to differentiate tones and volume in conversations.
7. Requires ability to maintain confidentiality.
8. Requires excellent organizational skills and attention to detail.
9. Requires ability to work under minimal supervision while exercising excellent professional judgment.
10. Proficient working knowledge and ability to accurately and timely operate and perform computer related tasks with specific equipment and software applications required. Requires proficient working knowledge to timely and accurately operate other office equipment such as telephones, copy machines, calculators, fax machines, etc.
11. The ability to work cooperatively with different types of personalities and individuals of diverse racial/economic/cultural background.
12. Requires ability to drive personal vehicle, with appropriate state license, following all laws applicable; must provide proof of liability insurance. Must be age 21 or older to drive on behalf of CASA.
13. Requires the ability to travel as required using various modes of transportation. Requires the ability to provide personal transportation on an as needed basis to perform job functions in the community.

POSITION CRITICAL SKILLS:

NOTE: These requirements represent minimum levels in order to perform the job on a satisfactory basis. Candidates must have the ability to satisfactorily perform the essential functions of the job.

1. Self management. Demonstrate self-control and an ability to manage time and priorities. Make sound decisions even under pressure.

2. Communication. Clearly express ideas, either verbally or in writing, to include but not limited to grammar, organization, and structure.
3. Willingness to Learn. Assimilate and apply new job-related information promptly.
4. Ethics & Integrity. Consistently earn the trust, respect, and confidence of coworkers and customers through consistent honesty, forthrightness and professionalism in all interactions. Includes meeting commitments and promises.

POSITION CRITICAL BEHAVIORS:

NOTE: These requirements represent minimum levels in order to perform the job on a satisfactory basis. Candidates must have the ability to satisfactorily perform the essential functions of the job.

1. Team Player. Work effectively with others in the organization and outside the formal lines of authority (i.e., peers, other units, senior management, and the like) to accomplish organizational goals and to identify and resolve problems. Includes considering the impact of your decisions on others.
2. Critical Thinking. The ability to actively and skillfully conceptualize, apply, analyze, synthesize, and/or evaluate information as a guide to belief and action.
3. Self-Starter. Demonstrate initiative to take action to achieve goals beyond what is necessarily called for. Includes the ability to work in a less structured environment.
4. Customer Service Orientation. Make efforts to listen to and understand the customer (both internal and external), anticipate customer needs and give high priority to customer satisfaction.
5. Self-Confidence. Demonstrate initiative, confidence in oneself, resiliency and a willingness to take responsibility for personal actions. Have the courage to voice views that are unpopular
6. Thoroughness. The ability to balance an attention to detail with the cost and benefit of doing so.
7. Adaptability. Maintain effectiveness in varying environments, tasks and responsibilities, or with various types of people. Stay agile in the face of change.

NOTE: East Texas CASA is an Equal Opportunity Employer.

The purpose of East Texas CASA's job description is to describe the basic function, major responsibilities/tasks and essential functions of each job so that employees can better know what is expected of them. The descriptions also provide information useful for recruiting, training, and performance appraisal. This document does not create an employment contract, nor does it modify the at-will employment status of all employees.

A job description is not meant to inhibit employee creativity or innovation. The description will be revised as job responsibilities change materially.

I acknowledge receipt of this job description.

I acknowledge that I have read this job description and any questions or concerns have been asked and answered to my satisfaction. I acknowledge that I can perform all of the essential functions of this job. I acknowledge that I thoroughly understand the requirements of this job.

Employee Signature

Date