



Lone Star CASA
serving the children of Kaufman and Rockwall counties

Job Title: Development Manager
Classification: Exempt Full-Time Position
Reports to: Executive Director

Qualifications

- Minimum 2-3 years of professional work experience in nonprofit fundraising/development, marketing or related field
- Bachelor's Degree preferred
- Demonstrated ability to develop and maintain strong relationships.
- Robust knowledge of fundraising program building, donor acquisition, research, cultivation, organization, stewardship, and management.
- In-depth event planning experience
- Ability to understand and create budgets and other financial documents.
- Creative problem solving and critical thinking skills
- Excellent interpersonal skills and willingness to work in a small office environment.
- Strong written and verbal communication skills
- Excellent organizational abilities; especially ability to prioritize and attention to detail
- General understanding of fundraising standards
- Proficient user of Microsoft Office, donor databases, and social media platforms.
- Available to work some evenings and weekends or remotely, as needed for events and projects
- Recognize and respect the sensitive nature of the work and maintain the highest confidentiality

Summary of Responsibility:

The Development Manager plays a key role in ensuring Lone Star CASA has the financial stability to carry out our mission. This position, in partnership with the Executive Director and Board, will be responsible for the agency's overall fundraising goals, signature events, fund development efforts, increase in brand awareness and building a donor management program. This role supports the fulfillment of the Lone Star CASA mission.

Essential Duties and Responsibilities include the following. *Other duties may be assigned.*

Event Management

- Manage, plan and implement major and minor fundraising events in partnership with Executive Director and Board of Directors
- Work to create an event action plan with team including timelines, marketing, and fundraising communications and who is responsible for each task

- Seek opportunities to increase, and serve as agency liaison for, third-party benefit events
- Conduct pre- and post-event evaluations and report on outcomes
- Research market, identify event opportunities, and generate interest
- Keep abreast of events and initiatives in the organization's service area which do or may have an impact on CASA fund raising efforts

Donor Management

- Lead the implementation of donor recognition and stewardship activities
- Plan and execute the annual membership and annual fund campaigns
- Responsible for procuring materials, executing a mail and e-mail campaign
- Maintain a donor database and executing prompt acknowledgement of donations
- Research donor prospects and maintain a donor prospect list
- Create the annual report
- Be part of the Development Committee, including developing agendas with the committee chair for regular

Grant Management

- In partnership with the Grant Writer assist with grant research and writing, grant calendaring, grant reports and other grant documents in partnership with the Grant Writer
- Continue to seek new grant opportunities in the community

Marketing and Public Relations Management

- Supervise the Marketing Coordinator and work together to develop an annual plan for marketing, advertising, press releases and other campaigns
- Coordinate with Training and Recruitment Coordinator for Child Abuse Prevention Month activities
- Work collaboratively to develop all marketing and communications for CASA
- Will work in collaboration with the team to be a brand ambassador

Conditions of Employment

- Schedule includes regular office hours and some evening and weekend work, requires flexibility and availability
- Must have transportation
- Must pass all background checks
- Ability to sit and type at a computer for at least 6 hours per workday
- Participate in continuing education opportunities as appropriate
- Ability to lift 20-25 pounds for office supplies or donations
- Occasionally carry out or assist with other duties not listed on this job description

Lone Star CASA is an equal employment opportunity and affirmative action employer. The employer will not discriminate and will take "affirmative action" measures to ensure there is no discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment

against any employee or job applicant on the bases of race, color, national origin, religion, gender, sexual orientation disability or age.

Staff Name (please print)

Staff Signature

Date