



STRENGTHENING THE VOICES OF CASA STATEWIDE

TEXAS CASA SEEKS SOCIAL IMPACT SPECIALIST

Location: Austin, Texas

Reports to: Social Impact Director

Effective: February 23, 2024

Texas CASA (Court Appointed Special Advocates) is part of a national volunteer movement that began in 1977 in Seattle when a juvenile court judge conceived the idea of citizen volunteers speaking up for the best interests of children who are in foster care due to allegations of abuse or neglect. Today, the CASA movement has evolved into one of the largest volunteer organizations in the country. CASA volunteers are appointed by judges to watch over and advocate for these children in court, school and other settings; with the goal of reuniting children with their families whenever safe and possible. Volunteers stay with each case until it is closed with the goal of ensuring these children are kept safe and have the opportunity to thrive and grow.

In Texas, there are 74 local CASA volunteer advocacy programs with more than 9,000 volunteers serving nearly 25,000 children in 220 counties across the state. Texas CASA is the statewide organization that provides funding, resources, training and support to these local programs to ensure they can operate effectively and seek out the best possible volunteers who will advocate passionately for the children they serve.

Texas CASA is an inclusive, welcoming and affirming organization that values, celebrates and actively seeks out diverse candidates. We are an equal opportunity employer and do not discriminate against any individual, employee or applicant on the basis of race, national origin, color, creed, sex, age, pregnancy, sexual orientation, gender identity, gender expression, disability, or veteran or citizenship status. People of all identities are encouraged to apply.

POSITION SUMMARY:

The Social Impact Specialist assists in managing and implementing Texas CASA's fundraising campaigns and social media; and oversees program funding development efforts. Activities include donor cultivation and communication, creating simple in-house marketing materials, assisting with grant applications and reports, overseeing data management, overseeing mailings, and donor meeting preparation.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Helps plan and implement the organization's annual development plan designed to meet the goals and objectives of Texas CASA as approved by the Board of Directors and CEO.



The annual development plan is implemented in collaboration with the CEO and Board of Directors.

- Assists with annual plan to steward and inform special donor groups of updates within Texas CASA.
- Coordinates annual fundraising campaigns, including supporting the solicitation of sponsors, coordinating logistics, and collaborating with local CASA programs.
- Assists in ensuring grant applications and reports are thoroughly completed and submitted.
- Oversees and manages grant application deadlines; alerts staff as needed.
- Plans and implements mail solicitations.
- Assists in securing sponsorships, sponsorship details, and sponsorship fulfillment for Texas CASA's events.
- Manages the cultivation, stewardship, gift processing, and reporting functions. Ensures that all donors receive appropriate and timely acknowledgements of their gifts and that giving level benefits are fulfilled.
- Provides input for the annual Social Impact Department budget.
- Assists with the implementation of the Texas CASA strategic plan.
- Oversees submission of appropriate content to internal newsletters.
- Assists with technical fundraising assistance to local CASA programs.
- Assists with and coordinates social media postings during Texas CASA campaigns and events.
- Analyzes current processes and procedures and make recommendations to improve efficiencies and quality of services and programs.
- Performs all other duties and complete special projects as assigned by supervisor.
- Other duties as assigned.

QUALIFICATIONS:

Required:

- Bachelor's degree in communications, nonprofit management or social services related field.
- Knowledge of fundraising best practices.
- Two years of experience in a development position or related experience. Four years of experience may substitute for education.
- Experience with Salesforce or other donor software.
- Must be able to pass a background check.

KNOWLEDGE, SKILLS & ABILITIES:

- The ability to work with and mobilize a broad spectrum of people including staff and donors.



- The ability to compose and deliver effective written and verbal presentations to individual, corporate and foundation donors.
- Experience with prospect and donor development, moves management, records management, and database management.
- A focused and disciplined work ethic and comfort working in a fast paced, team-oriented environment.
- The ability to manage multiple high priorities and simultaneously meet multiple deadlines.
- Strong organization skills and attention to detail.
- Excellent written and verbal communication skills.
- Commitment to diversity, equity and inclusion; as well as willingness and openness to learning, growing and having discussions around this arena.

PHYSICAL REQUIREMENTS & WORK ENVIRONMENT:

The primary office is Texas CASA's headquarters in Austin, TX. Although work may be performed in a remote location requiring ongoing computer use, Texas CASA requires weekly transportation to the primary office at the discretion of the CEO. While in the primary office, the employee may be occasionally exposed to a variety of working and environmental conditions, that could involve intermittent physical activities including bending, reaching, sitting and walking during working hours.

The Social Impact Specialist will be expected to have daily transportation to attend offsite meetings, and various events. Occasional out-of-town overnight travel. Additionally, it is anticipated that the person may spend several hours of each day seated at a PC. Reasonable accommodations may be made to enable a person with physical disabilities to perform the job.

TRAVEL: Occasional travel may be required, up to 15%

FLSA STATUS: Exempt

COMPENSATION: \$50,000-55,000

BENEFITS: Hybrid (partially remote and in person) working environment. In addition, the person will be eligible to participate in Texas CASA standard employee benefit programs, which include:

- Vacation, Personal Days, Paid Sick Time
- 403(b) Retirement Plan with 5% Employer Contributions
- Medical, Dental, Vision
- Group Life and Accidental Death and Dismemberment Insurance
- Short- and Long-Term Disability

HOW TO APPLY:

By March 22, 2024, please upload a PDF cover letter, resume and three references to <https://apply.workable.com/texas-casa/j/7D906FA77D/> . The cover letter should describe your



interest in the position and include a detailed explanation of how your experience meets the minimum qualifications and prepares you for the responsibilities outlined in the job description. We do not accept phone inquiries regarding the position.

Texas CASA is an inclusive, welcoming and affirming organization that values, celebrates and actively seeks out diverse candidates. We are an equal opportunity employer and do not discriminate against any individual, employee or applicant on the basis of race, national origin, color, creed, sex, age, pregnancy, sexual orientation, gender identity, gender expression, disability, or veteran or citizenship status. People of all identities are encouraged to apply.