

Donor Relations Specialist

We are looking for a Donor Relations Specialist who can work collaboratively with both internal and external stakeholders to further CASA's mission and community impact.

CASA of Travis County believes every child who has experienced abuse or neglect deserves to have a dedicated advocate speaking up for their best interest in court, at school, and in our community. To accomplish this, the team at CASA educates and empowers diverse community volunteers who ensure each child's needs remain a priority in an overburdened child welfare system. Through inclusive, honorable and respectful involvement with families, courts and all parties, CASA makes independent and educated recommendations that prioritize children's safety and, wherever possible, preserve connections to their families.

As a Donor Relations Specialist, you will help execute CASA of Travis County's fundraising efforts alongside the other members of CASA's Advancement Team to accomplish CASA's mission and advance the agency's vision. The Specialist will be responsible for maintaining and growing a portfolio of entry-level leadership donors, coordinating and supporting CASA's giving societies, collaborating with the Advancement Team on planning the CASAblanca Gala, supporting CASA's program team with event planning needs and supporting other Advancement initiatives.

The Donor Relations Specialist is a critical role to move CASA of Travis County towards meeting our vision of providing a volunteer advocate, safe home and promising future for every child in Travis County who needs us.

Use the following link to apply:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=84392&clientkey=6134204B6AAD5458C5AEA1BC7AA3A526>

Responsibilities

1. General Fundraising (50%)

- Identify, cultivate, solicit, and steward new and existing entry-level leadership donors (donors giving \$1,000/year or more) through relationship building and moves management.
- Work collaboratively with the Senior Director of Advancement, CEO, and the database administrator to add and maintain select constituent records (donors in the Donor Relations Specialist's portfolio) to drive cultivation, solicitation, and retention efforts.
- Create and execute stewardship plans for major donors to ensure customized, high-touch acknowledgment of gifts.
- Maintain and update the "Moves Manager" features in the donor database to track active and prospective donor activity and strategy.
- Expand and diversify CASA's donor base/pipeline through prospect research, outreach to existing and former donors, analyzing the constituent database, and other internal and external resources.
- In collaboration with Senior Director of Advancement, plan and execute the annual giving society gathering.
- Support management of the entry-level giving society, the Powerful Voice Society (PVS), through welcome letters, renewal letters, soliciting annual gifts, and ongoing communication and updates.
- Support Advancement team in the development of campaign messaging and strategy including writing, developing peer-to-peer fundraising resources, and providing logistics support.
- Develop and execute a cultivation and stewardship plan for CASA's recurring donors to increase engagement in the program and ensure retention of donors.

Seniority Level
Specialist

Employment Type
Full-Time

Reports To
Senior Director of
Advancement

Starting Salary
\$54,000

2. *Support of the CASAblanca Gala (40%)*

- Collaborate with Advancement Team to execute the CASAblanca Gala
- Cultivate relationships with prospective donors to solicit tables and sponsorships.
- Support revenue tracking and standards, sponsorship tracking and fulfillment of benefits, tracking of ticket sales, invoicing, table host communications, and gathering of attendee data.
- Empower the volunteer event committee (such as keeping minutes, sending agendas, etc.) and lead event sub-committees pertaining to focus areas
- In collaboration with Senior Director of Advancement, ensure timely stewardship of all event sponsors, table hosts, and event guests.

3. *Assist Program Team in planning the annual Volunteer Appreciation Party including event logistics, guest management, and other strategic and logistical support.*

4. *As needed, work in various capacities at fundraising, volunteering, and other CASA events.*

5. *Other duties as assigned.*

Qualifications

- A minimum of a Bachelor's degree or commensurate professional experience is required. CASA of Travis County welcomes employees from diverse educational backgrounds and degree programs.
- A minimum of two years of experience in a fundraising environment, including proven experience soliciting, cultivating, and stewarding individuals through a moves management framework.
- Proficiency in Microsoft Office products, particularly Excel and Word.
- Demonstrated attention to detail and organizational skills.
- Demonstrated excellence in written, oral, and visual communication.
- Demonstrated ability to work under time constraints, be goal-oriented, and maintain productive and effective relationships with volunteers, team members, and community supporters.
- Demonstrated integrity, honesty, and ethical conduct.
- Proven ability to manage multiple projects while balancing competing priorities. Ability to meet deadlines.
- Demonstrated ability to work independently as well as in collaboration with a team.
- Demonstrated critical thinking and problem-solving skills.
- Demonstrated self-awareness, cultural humility, and desire to learn from individuals with diverse identities.
- Must pass CASA's background checks, including fingerprint background check.

Preferred Qualifications

- Four years of experience in a fundraising or sales environment, including proven experience soliciting, cultivating, and stewarding individuals.
- Demonstrated knowledge of and passion for CASA's mission.
- Demonstrated experience and comfort working in multicultural environments and with people from diverse backgrounds.
- Proficiency in Canva and CRM (such as Salesforce or Raiser's Edge)
- Experience building and maintaining budgets.
- Experience managing community volunteers
- Fundraising event management experience.

Physical Requirements and Work Environment

The Donor Relations Specialist will spend some time in the office that could involve intermittent physical activities including bending, reaching, sitting and walking during working hours. The individual in this position must be able to lift approximately 25 lbs. and stand for extended periods of time, specifically on event days. Additionally, it is anticipated that the person may spend several hours each day seated at a personal computer. Reasonable accommodations may be made to enable a person with physical disabilities to perform the job.