



Court Appointed Special Advocates
FOR CHILDREN

CASA OF THE CONTINENTAL DIVIDE

Development Coordinator

Overview and Job Summary

The Development Coordinator is instrumental in developing a robust donor cultivation and stewardship program, diversifying funding through outreach and marketing efforts, and building community support throughout the areas we serve. The successful candidate in this position will bring passion for our mission and will be adept at communicating CASACD's impact to a wide variety of audiences. Two key strengths we seek in the ideal candidate are exceptional communication (both written and verbal) and interpersonal skills as well as a strong understanding of and experience in marketing and outreach.

Key Performance Outcomes

The main areas of focus of this position are

- Donor Cultivation & Stewardship
- Outreach, Communications, & Public Relations
- Grants & Events Support
- Work as an active member of the Fundraising Committee

Donor Cultivation & Stewardship

Donor Cultivation

- Expand donor base through community outreach efforts.
- Cultivate donor base by engaging and educating current donors and identifying prospective donors.
- Research donor giving capacity and facilitate donation asks when appropriate.
- Develop donor giving programs; such as monthly donor giving, peer-to-peer fundraising, and major gifts.
- Maintain donor records in our donor database in collaboration with the Operations Coordinator.
- Promote established giving opportunities such as City Market Cares, Amazon Smiles, etc.

Donor Stewardship

- Implement effective and timely communications with all donors
- Develop & implement donor recognition plan, including phone, email, written, and multimedia avenues.
- Participate in donor stewardship activities and strategies that advance annual donors such as events, tours, stewardship reports, etc.
- Create and maintain relationships with current donors through strong relationship building.

Outreach, Communications, & Public Relations

Community Outreach

- Develop and Implement a plan for outreach in each of the communities we serve
- Attend community events and committees to build relationships with donors, funders, and stakeholders
- Act as “boots-on-the-ground” for building community support through expanding individual donor base, business/corporate sponsorships, and community engagement.

Communications

- Assist with the writing, design, and reporting of direct/digital campaigns and marketing materials.
- In collaboration with Operations Coordinator:
 - Create and organize social media posts, including original content and video
 - Design email blasts, and assist with content creation and calendar management
 - Support events by helping create and organize collateral materials (print and digital).
- Perform regular reporting and analytics across all platforms to inform strategy
- Assist with writing eNewsletters for donors and stakeholders
- Assist in writing content for key organization publications including:
 - Newsletters and Email Blasts
 - Annual Report
 - Brochures, fact sheets, etc.
 - Research new possibilities for outreach and collaboration with partner organizations.

Public Relations

- Working with Co-Executive Directors, and Co-Board-Chair:
 - Develop public relations strategies for awareness, events and announcements as needed.
 - Assist in writing press releases and send them to appropriate press outlets as needed.
 - Maintain press list with accurate contact information.

- Assist in analyzing and reporting impact of communications on organizational success.

Grants and Event Support

- Work with Co-Executive Director of Operations and Operations Coordinator to write grants and grant reports.
- Assist in researching new grant and fundraising opportunities.
- Plan and implement successful fundraising campaigns and events throughout the year in partnership with the Operations Coordinator and Co-Executive Director of Operations.
- Secure event sponsors and effectively acknowledge sponsorship at events
- Work with Co- Executive Director of Operations to develop and manage the annual Fundraising Plan; to include fundraising targets for programs, individual giving, special events, and other community contributions
- Promote Annual giving campaign in conjunction with Colorado Gives Day
- Attend collaborative fundraising meetings such as Eagle County Gives

Knowledge, skills, and abilities:

- Experience in fundraising, marketing, advertising or related field.
- Experience with non-profit best practices
- Possess outstanding communications skills. Be confident and have the ability to communicate to the public concerning CASACDs programming and services.
- Possess strong interpersonal and problem solving skills; including the ability to develop positive working relationships with staff, stakeholders, donors, community members, and funding partners.
- Ability to communicate in person or by phone, email, or other multimedia with professionalism, respect, and enthusiasm.
- Strong attention to detail and organizational skills
- Energetic team player who works well in collaborative situations

Our travel expectations:

This position requires some travel throughout Clear Creek, Summit, Lake, and Eagle counties for the purposes of donor engagement, fundraising events, and networking purposes.

Required Experience and certifications:

- Minimum of 3 years of relevant work experience
 - Ability to pass a criminal background check
 - Valid driver's license

Position Benefits:

This position is offered at either full-time or part-time, year-round exempt position with the following benefits: paid time off (PTO), health, dental, and vision insurance, life insurance/AD&D, Simple IRA retirement plan, paid holidays, and flexible schedule. For part-time employment benefits start at a minimum of 24 hours per week. Pay rate is from \$28.84/hr.

Please send your resume and a cover letter to Cathy Hyde at
cathy.hyde@mtncasa.org

We strongly encourage people of color, lesbian, gay, bisexual, transgender, queer and non-binary people, veterans, parents, and individuals with disabilities to apply. CASA of the Continental Divide is an equal opportunity employer and welcomes everyone to our team. Our work seeks to advocate for those who have historically been marginalized. If you have lived experience in this regard your perspective is valuable and your interest in our mission is appreciated. If you need reasonable accommodation at any point in the application or interview process, please let us know.