



Position: Resource Development Coordinator
Employee Type: Full Time, Non-Exempt
Salary: \$26.45 - \$28.85/hr (dependent on experience)

Organization's Mission

The mission of CASA of Fresno and Madera Counties is to recruit, train, and support volunteers to advocate and speak for the best interests of abused and neglected children in the Child Welfare and Juvenile Court systems.

Position Goal

Assist the Executive Director in leading and administering the activities of the Community Resource Development function toward the fulfillment of the mission, strategic plan and annual plan of CASA.

Key Responsibilities

1. Administration of Giving Programs – Assist the Executive Director in working toward the fulfillment of annual giving goals through the annual giving, major gifts and endowment programs.
 - a. Administer direct mail and phone bank appeals.
 - b. Work with a team of volunteers and Event Coordinator to plan the annual CASA events/fundraisers.
 - c. Conduct personal solicitation with new and current donors.
 - d. Recruit, train and support the Endowment and Major Gifts Teams on Resource Development Committee.
2. Administration of Marketing, Communication and Stewardship – Assist the Executive Director in working toward growth in awareness and ownership of the mission of CASA in the general community and within current partners, donors and volunteers.
 - a. Manage communication with the public through the organization's website, annual impact report, newsletter communications.
 - b. Provide accurate and up to date records are maintained on all donors of CASA.
 - c. Utilize social media to communicate the mission of CASA with donors, Advocates and the public.
 - d. Provide regular updates to donors and supporters of CASA through an e-newsletter.
 - e. Maintain personal contact with key donors.
 - f. Hold Information Lunches to introduce people to the mission of CASA.
 - g. Promote recurring donor and year end appeal campaigns.

3. Administration of Events – Assist the Executive Director in advancing the mission of CASA through its annual events.
 - a. Provide the opportunity for businesses and organizations to learn about the mission of CASA.
4. Support Grants and Recruiting – Provide support to the Executive Director for grants, sponsorships and recruiting so that annual plan goals are achieved related to grants and recruiting.
 - a. Assist with timely grant applications.
 - b. Research new funding sources.
 - c. Maintain positive working relationships with funders.
 - d. Schedule and prepare for regular donor information sessions for potential new donors.
5. Administration of the Office for Executive Director and Resource Development – Assist the Executive Director in maintaining well-organized office systems that facilitate the fulfillment of the mission, strategic plan and annual plan.
 - a. Maintain paper and electronic document records, including donor base/eTapestry.
 - b. Maintain a proactive scheduling process.
 - c. Provide outstanding customer service to constituents.
 - d. Prepare for board, committee and other meetings.
6. Other duties as assigned.

Desired Minimum Qualifications

To successfully perform the essential functions of this position, the incumbent must have the following:

- Bachelor's degree preferred or 3 years equivalent/relevant experience.
- Previous resource development or sales experience.
- Ability to be flexible and adapt to new roles, tasks and situations.
- Ability to remain objective while resolving conflicts.
- Strong observation, analytical and listening skills.
- Ability to supervise and train others.
- Ability to communicate effectively orally and in writing.
- Ability to prepare written reports, correspondence and maintain accurate records.
- Ability to organize, set priorities, take initiative and exercise sound, independent judgment within areas of responsibility.
- Good knowledge of personal computer operations and software including word processing, databases and spreadsheets. Good typing skills.
- Ability to carry out assigned duties and responsibilities in an ethical manner and follow the organization's policies.
- Possession of a valid California Driver's License.
- Ability to successfully pass a background check.

Working Conditions

The duties of this position regularly require travel in Fresno and Madera Counties in your own personal vehicle. The position may occasionally require travel within the State of California. This position rarely requires strenuous activity. Occasional weekend and/or evening hours may be assigned as needed.

While performing the duties of this job, employees may regularly be required to: walk; climb stairs; talk or hear, both in person and by telephone; use hands to operate standard office equipment; reach with hands

and arms; carry multiple items at one time; and, lift up to 20 pounds. There may be prolonged periods of sitting and computer work. The duties of this position also require on-the-job driving.

Equipment

This position functions in an office environment. It requires the use of general office equipment such as a personal computer, printer, fax machine, copy machine and telephone.

Duties described on the previous pages document the general nature and level of work but are not intended to be a comprehensive list of all activities, duties and responsibilities required of the employee in this position. Consequently, the employee in this position may be asked to perform other duties as required.

Applicants, please send both, a cover letter and resume to:

Megan Araki, Operations Coordinator: MAraki@CASAFresnoMadera.org

CASA of Fresno and Madera Counties is an equal opportunity employer.

We are looking forward to hearing from you!