



Lone Star CASA
serving the children of Kaufman and Rockwall counties

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

Qualifications

- Minimum 5 years of professional work experience in nonprofit fundraising/development, marketing or related field
- Bachelor's Degree in related field required
- Experience in the development and implementation of a broad-based fundraising program in 3 key areas: individual, corporate, and foundation
- In-depth event fundraising planning experience
- Ability to understand and create budgets and other financial documents.
- Creative problem solving and critical thinking skills
- Excellent written, verbal, and interpersonal communications skills with the ability to oversee marketing and communications materials within the CASA brand
- Strong organizational and time management skills. Ability to multitask, set priorities, meet deadlines, and prioritize/plan work activities. Use time effectively - set goals and objectives and demonstrate independent timekeeping skills. Commitment to professional ethics in working with highly confidential, sensitive information.
- 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
- Ability to work on a small team and be a team player

Summary of Responsibility:

The Development Director plays a key role in ensuring Lone Star CASA has 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.*

Development

- Develops and executes annual and multi-year development plans, FY budgets, and strategic planning process for the organization's Advancement goals, in close collaboration with the ED
- Maintain a donor database and executing prompt acknowledgement of donations
- Research donor prospects and maintain a donor prospect list
- Maintains their own portfolio of assigned major donors and prospects, including multi-year solicitations

- Prepares ED for donor meetings, including major donor interactions, by preparing meeting briefings
- Be part of the Board Development Committee, including developing agendas with the committee chair for regular meetings in addition to working with the Board on their financial gifts.
- Is the main grant writing partner with contracted grant writer on high-level grants

Event Management

- Manage, plan and implement major, minor and third-party fundraising events working closely with the Executive Director and Board of Directors
- Work to create an event action plan with event committee and team including timelines, marketing, communications and responsible assignments
- Oversee all revenue and profit generating specific activities for the events and ensure they align with CASA brand
- Knowledge and relationship building with the community and keeping abreast of events and initiatives in the area which may have an impact on fundraising efforts

Marketing and Public Relations Management

- Oversee the development of annual marketing and communication strategy while supervising the Marketing Coordinator
- Coordinate with Programs for Child Abuse Prevention Month activities
- Acts as the final approver and editor for all major external and internal communications initiatives - both online and in print
- Works with Marketing and Communications Manager on partnership development as it relates to producing press releases, TV and radio (media) campaigns, and website improvements

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 basis of race, color, national origin, religion, gender, sexual orientation disability or age.

Staff Name (please print)

Staff Signature

Date