



**Lone Star CASA**

Serving the children of Kaufman and Rockwall counties

**LONE STAR CASA**

**Position:** Community Engagement Specialist

**Category:** Exempt, Full-time position

**Reports to:** Development Director

**Location:** Rockwall Office

**Qualifications:**

- Bachelor's Degree from an accredited college or university in communications, marketing, public relations, social services, or a related field preferred.
- Experience in recruitment, community outreach, donor relations, and working with diverse populations preferred.
- Excellent communication, public speaking, writing, and organizational skills are required. Must be comfortable presenting to large groups as well as engaging in one-on-one conversations.
- Experience coordinating community and fundraising events, as well as volunteer and donor engagement activities.
- Ability to build and maintain strong relationships with community partners, volunteers, donors, and stakeholders.
- Recognize and respect the sensitive nature of the work and maintain confidentiality.
- Highly organized, self-motivated, and flexible team player with the ability to meet deadlines.
- Understanding and commitment to CASA's mission, vision, and values.

**Summary of Responsibility:**

- As the Community Engagement Specialist, you will be responsible for developing and implementing strategies to increase volunteer recruitment, strengthen community partnerships, and support development efforts. This role will increase awareness of CASA's mission through outreach initiatives, public presentations, donor engagement, and community events. This role cultivates relationships with volunteers, community members, businesses, civic organizations, and donors to expand community support for the organization's mission. This role interfaces directly with the community at-large to build a pipeline of volunteers and supporters for the organization. This is a relationship-focused position, requiring the individual to have strong interpersonal, communication, and organizational skills.

**Essential Duties and Responsibilities include the following.**

**Programs**

- Create and execute recruitment strategies and a volunteer recruitment plan.
- Increase public awareness of the importance of volunteer advocates and the need for their service by building relationships that foster strong partnerships with community organizations.

- Maintain positive working relationships with volunteers, community partners, donors, and stakeholders.
- Identify agencies, businesses, faith-based organizations, and community partners that could benefit from understanding the work of Lone Star CASA and provide in-person and/or virtual presentations.
- Collaborate with partners on programs and initiatives that could benefit the child welfare community.
- Lead efforts to recruit and maintain relationships with event, recruitment, and episodic volunteers.
- Seek and secure community outreach opportunities targeted toward the recruitment of new volunteer advocates and maintain a calendar of events.
- Represent Lone Star CASA at community events, resource fairs, chamber events, etc.
- Plan and coordinate volunteer recruitment, appreciation, and retention events.

### **Fundraising & Development**

- Support organizational fundraising and development initiatives through community engagement, donor cultivation, sponsorship outreach, and event support.
- Assist in identifying and developing relationships with potential donors, sponsors, and community supporters.
- Help secure in-kind donations and community partnerships for events and programs.
- Assist with planning, coordination, and promotion of fundraising campaigns and special events.
- Collaborate with leadership and development staff to increase community investment and donor engagement.
- Maintain accurate records of outreach efforts, donor interactions, and community partnerships.
- Assist in preparing outreach materials and promotional content that support awareness efforts.
- Experience with donor stewardship, fundraising, sponsorship development, or nonprofit development activities preferred.

### **Administrative & Organizational Support**

- Monitor progress of outreach and development initiatives and report findings.
- Perform other duties as assigned.

### **Conditions of Employment**

- Schedule includes regular office hours, as well as occasional evening and weekend work; flexibility and availability are required. A hybrid schedule is available.
- Must have reliable transportation and be able to travel throughout Rockwall and Kaufman Counties.

- Must pass all background checks.
- Ability to sit and work at a computer for up to seven hours per workday and lift 15–25 pounds as needed for recruitment and community outreach events.
- Occasionally carry out or assist with other duties not listed on this job description.

---

Staff Name (please print)

Staff Signature

Date