



CASA of Denton County, Inc. Job Description: Events & Marketing Coordinator

Classification: Exempt Full-time Position

Position Overview: Reporting to the Development Director, the Events & Marketing Coordinator is responsible for implementing fundraising and awareness event operations. This individual will be committed to playing a key role in the development and fundraising activities of CASA of Denton County. Significant tasks will include but are not limited to crucial support for the Pulling for Kids clay shoot, March Against Child Abuse, North Texas Giving Day, Evening of Elegance Event, Arts and Jazz Parking Lot fundraiser, and an Annual Recognition Event. They will also be responsible for marketing and messaging for the agency as a whole, including donor recognition and related record-keeping.

Duties and Responsibilities:

- Plan and implement major and minor fund-raising, public awareness and/or recognition events annually.
- Coordinate all contracts, sponsorships, registrations, guest speakers, decorations, supplies, and cleanup, etc. as needed for each event.
- Seek opportunities to increase, and serve as agency liaison for, third-party benefit events.
- Provide annual analysis of events, reporting to the Development Director.
- Coordinate volunteers and oversee CASA's annual drives for children's needs such as school supplies and Christmas giving.
- Coordinate and supervise event volunteers for CASA hosted and third-party events, whether fund-raising or public awareness.
- Enter donations into Donor Perfect database and create donor thank you letters.
- Assist in maintaining updated donor lists and fundraising event volunteer lists.
- Update event information social media pages and the CASA of Denton County website.
- Assist Development Director in preparation and execution of fundraising marketing materials.
- Coordinate and/ or make presentations on behalf of CASA to groups and organizations.
- Other duties as assigned.

Qualifications

- Bachelor's degree preferred and professional work experience in special events, e-marketing and social media management.
- Experience with Microsoft Office, database management programs, websites and social media.
- Excellent written and verbal communication skills.
- Organizational skills with strong attention to detail and accuracy and the ability to prioritize and manage multiple projects, meet deadlines, problem solve and multi-task.
- Ability to thrive working independently and as part of a team.
- Ability to maintain confidentiality and discretion.

Conditions of Employment

- Schedule includes regular office hours and ability and willingness to work some early mornings, evenings and weekend days.
- Must have daily transportation in order to attend meetings and represent CASA.
- Bending and lifting when setting up for events, storing supplies, moving donations, etc.
- Standing for long periods of time when making presentations, at events, etc.