

CASA of Denton County, Inc.

Job Description: Development Assistant

Classification: Non-Exempt, Full Time

Reports to: Development Director

Position Overview: Reporting to the Development Director, the Development Assistant will be an integral part of the Development team with such tasks as data entry and management, thanking donors, coordinating events, and assisting in marketing efforts including social media and website graphic design. This position provides administrative support as well as marketing and management of events utilizing event software.

Duties and Responsibilities:

- Respond to emails and manage questions from donors.
- Overall donor database maintenance including but not limited to: Keeping timely records of contacts and donor visits, gift entry into donor database, timely generation of thank-you letters. Running database queries for mailings, correspondence, and analysis
- Coordinates sponsorship details, registrations, decorations, supplies, and cleanup.
- Serves as agency liaison for third-party benefit events.
- Facilitate donor aspect of CASA's annual drives for children's needs such as school supplies and Christmas giving, including overseeing volunteers.
- Manage event volunteers for CASA hosted and third-party events, whether fund-raising or public awareness.
- Assists in marketing efforts including social media and website graphic design.
- Represent CASA to groups and organizations.
- Other duties as assigned.

Qualifications

- High school diploma required; college preferred
- Development/fundraising/non-profit experience preferred
- Experience with Excel and Microsoft Word a must
- Previous donor relationship management software experience preferred
- Demonstrated experience with social media platforms
- Experience with graphic design software preferred
- 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.
- Donor-centered and volunteer service mentality.
- 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 period of time when speaking to groups or working at events.