

# CASA of Denton County, Inc.

**Job Description:** Development Director

**Classification:** Exempt Full-time Position

**Reports to:** Executive Director

## Qualifications:

- Minimum of a bachelor's degree, preferably in related field
- Minimum three years direct development experience in a non-profit organization
- Experience in supervision of staff and volunteers
- Excellent professional communication skills, and great attention to detail
- Ability to interact cooperatively with diverse populations and different personalities.
- Computer literate with Microsoft Office, database management programs, websites, and social media
- Ability to maintain confidentiality and discretion.

## Responsibilities:

- Administration
  - Oversee recruitment, hiring, and supervision of Development Assistant. Serve on the agency leadership team, giving input to the Executive Director and ensuring positive overall functioning of the agency.
- Events
  - Develop, and oversee planning and implementation of major and minor fundraising events annually, working with committees and volunteers, utilizing event software, coordinating with vendors and contractors
  - Serve as staff liaison with board committees, including Development and event committees
  - Ensure CASA's presence at third-party events and fundraising efforts by others on our behalf
  - Keep abreast of events in the organization's service area which may have an impact on CASA
- Public Relations/Marketing
  - Oversee development and maintenance of all agency publications and communications
  - Make presentations to increase community awareness of agency generally
  - Coordinate with other staff for Child Abuse Prevention Month activities
- Fundraising and Communication
  - Create, coordinate and implement fundraising campaigns for the agency, to include mailings/email appeals and community-wide giving events.
  - Meet current and prospective donors and supporters to establish effective communication with them.
  - Develop and ensure the growth of major gifts, planned giving and monthly giving, including identification, cultivation, solicitation, and stewardship of donors.
  - Create and oversee the implementation of the Annual Development Plan with the Development Committee
  - Oversee development records in donor database and ensure acknowledgment of all gifts.
  - Compile data and report relevant statistics to board committees and Executive Director
  - Work with Executive Director on grant writing, supervise contract grant writer, assist with grant management and cultivation/stewarding of grantors
- Participate in continuing education opportunities relevant to this position.
- Other duties as assigned by the Executive Director

## Conditions of Employment

- Flexible schedule includes regular office hours and some evening and weekend work
- Must have daily transportation in order to attend meetings and represent CASA in the public
- Bending and lifting when setting up for events, storing supplies, moving donations, etc.
- Standing for long periods of time when making presentations, at special events, etc.

Revised 6/2023.