



Community Outreach & Events Specialist

Classification: Non-Exempt, Full-Time

Reports To: Development Director

Position Overview:

The Community Outreach & Events Specialist supports CASA's fundraising efforts through donor database management, gift processing, community outreach, donor stewardship, and event logistics. This role ensures accurate data, timely acknowledgments, and smooth execution of development activities.

Key Responsibilities:

- Coordinate and drive logistical planning and execution for all fundraising events, including venue coordination, registration, sponsor benefit fulfillment, volunteer coordination, and day-of-event operations.
- Serve as staff liaison to all event committees.
- Own revenue generation goals for events and campaigns, working collaboratively with the Development Director to develop strategies, track progress, and ensure financial targets are met.
- Manage event-related revenue tracking, including sponsorships, ticket sales, donations, and auction proceeds.
- Maintain event websites and platforms, ensuring accurate and timely updates.
- Coordinate with vendors, contractors, and volunteers to ensure smooth event execution.
- Support post-event reporting, donor stewardship, and data entry related to event revenue.
- Build and maintain relationships with community partners, including other nonprofits, local government, and community and corporate donors.
- Act as a public-facing ambassador to promote CASA's programs, values, and impact at local community events, fairs, and other tabling opportunities.
- Process daily gifts in accordance with organizational policies and stewardship timelines.
- Draft, edit, and prepare donor acknowledgement letters for all contributions, ensuring accuracy in gift amounts, donor names, fund designations, and personalized stewardship details.

Qualifications:

- Minimum of a bachelor's degree
- Experience with donor databases and Microsoft Office
- Comfortable and confident in soliciting donations, including making direct asks to individuals.
- Strong organizational skills and attention to detail

- Ability to manage multiple projects and meet deadlines.
- Ability to interact with donors and
- Discretion and confidentiality required.
- Willingness to work occasional evenings/weekends.