



Development Associate

Classification: Non-Exempt, Full-Time

Reports To: Development Director

Position Overview:

The Development Associate 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:

- Provide administrative and logistical support for all fundraising events, including venue coordination, vendor contact, registration, sponsor benefit fulfillment, volunteer coordination, and day-of-event operations.
- Attend all event committee meetings and record meeting minutes.
- Work collaboratively with the Development Director to develop strategies, track progress, and ensure fundraising event 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.
- Develop 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.
- Manage gift acknowledgement process. Draft, edit, and prepare donor acknowledgement letters for all contributions, ensuring accuracy in gift amounts, donor names, fund designations, and personalized stewardship details on a weekly basis and prepare monthly board thank you notes prior to board meeting.
- Other duties as assigned.

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.

- Confident public speaking and presentation skills.
- Strong organizational skills and attention to detail
- Ability to manage multiple projects and meet deadlines.
- Ability to interact with donors and community members.
- Discretion and confidentiality required.
- Willingness to work occasional evenings/weekends.