



CASA OF GRAYSON COUNTY, INC.

Development Supervisor

Position Description

POSITION SUMMARY

The Development Supervisor's primary responsibility is to develop and implement fundraising strategies and enhance funding capacity. The Development Supervisor will utilize online donor management systems and oversee all social media and website management. Additionally, this role will involve outreach efforts to engage local stakeholders. The position reports to the Executive Director and requires a flexible schedule, including some evenings and weekends.

MINIMUM REQUIREMENTS

- Must be a highly energetic self-starter and independent worker, with the ability to engage with others daily.
- Excellent verbal and written communication skills and effectiveness as a public speaker
- Bachelor's degree in public relations, media marketing, or related field is preferred; or a combination of college and work experience in job recruitment, event planning, or media marketing and fundraising that totals at least four years.
- At least 1 year of relevant experience in the non-profit sector is preferred.
- Knowledge and understanding of the dynamics of child abuse, legal, and child welfare systems preferred
- Strategic thinker with the ability to manage short- and long-term goals
- Detail-oriented skills in managing time, projects, and schedules.
- Ability to respond positively to changing circumstances, meet deadlines, and prioritize tasks.
- Proficient knowledge and skills in Microsoft Office software, internet-based applications, and technology

PROGRAM

- Ensure compliance with program standards of Texas CASA and any other funding source or regulatory agencies.
- Maintain statistical records as required by the agency, federal, state, and local governments, funding sources, regulatory agencies, etc.
- Assist the Executive Director, as requested, in preparing reports promptly.

FUND DEVELOPMENT

- Develop and implement the "fund development" strategic plan with the Executive Director and other assigned personnel.
- Organize and manage all activities related to fund development and outreach.
- Lead the development, implementation, and execution of new fundraising opportunities.
- Identify and sustain ongoing contact with potential community financial supporters.
- Request funds and in-kind donations from potential donors
- Data entry and inquiries using the agency's donor database
- Ensure donor stewardship
- Design and write agency collateral materials while gathering input from the Program Director and Program Staff as needed.
- Provide presentations to community, civic, and professional groups regarding fund development
- Assist in maintaining contact with the local media and preparing press releases regarding fundraising events.
- Other duties as assigned



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OUTREACH

- Assist in the development, implementation, and execution of outreach strategic plan components with the Trainer/Recruiter Supervisor and other assigned personnel.
- Assist with presentations at relevant fairs and organizations. The Development Coordinator will serve as “backup” to provide presentations as needed.
- Manage the data entry for the outreach database.

MARKETING AND SOCIAL MEDIA

- Maintain all of CASA’s social media accounts
- Develop marketing and social media engagement strategies for Fundraising/Outreach
- Assist the Programming team in social media engagement regarding volunteer recruitment and program outreach.
- Utilize Texas CASA and National CASA Marketing tools to develop impactful social media and web-based presence.

GENERAL

- Assist with the gathering of information for grants.
- Assist with maintaining a clean and safe work environment.
- Attend and participate in agency staff meetings.
- Other activities, as necessary, to support the CASA mission, and as assigned by the Executive Director.

FLSA Status: Exempt

Office hours are from 8:00 am to 5:00 pm, Monday through Friday; however, these hours may vary depending on workload needs. The ability to work flexible hours is essential. The Development Supervisor must have access to daily transportation to perform duties such as attending meetings, staffing, and fundraising events, among others. The position requires a flexible schedule, as meetings and communication can occur in the evenings or on weekends.

Equal Opportunity Employment

CASA of Grayson County, Inc., is an equal opportunity employer. It does not discriminate against any individual, employee, or applicant based on race, national origin, creed, sex, age, or handicap. Employment shall be made solely based on qualifications for a specific position.