



CASA for Children of Essex County, Inc.

212 Washington Street • Room 912 • Newark, NJ 07102

973-693-6785 • 973-693-6791 Fax • www.casaessex.org

Job Opening

Position: Development Manager

Reports to: Executive Director

Type: Full-time

Salary: Commensurate with experience

Summary: The Development Manager is responsible for managing events, a major gift program, the annual appeal and the donor database.

Start Date: On or about May 29, 2018

Our Mission: CASA for Children of Essex County promotes the welfare of children who have been removed from their homes because of abuse, neglect or abandonment. We train and supervise Court Appointed Special Advocates, who volunteer to speak up for the best interests of these children in court, to ensure that each child has the opportunity to thrive.

Duties and Responsibilities:

Events

- Support the planning and execution of CASA's annual fundraising events.
- Manage and execute the event processes including event logistics, details, print collateral, marketing coordination with internal and external entities, branding adherence, corporate sponsorship, honoree coordination, speaker coordination, invitation lists, and event auctions and websites.
- Create, manage and monitor the budget for individual events.
- Set-up and break down of fundraising events.
- Current events include:
 - Sweat with a Purpose- January
 - Spin for a Child – April
 - CASA Golf Outing – June
 - Homeward Bound Walk – October
 - Ruby Red Shoe Bash – December

Major Gift Program

- Support the Executive Director and Board of Trustees in managing CASA's giving society, the Powerful Voice Society (PVS).
- Maintain schedule of PVS member communications and develop/design communications.
- Identify and track new prospective PVS members.
- Develop quarterly newsletter for PVS members.
- Organize annual PVS members-only reception.



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Individual Donor Cultivation

- Conduct Annual appeals and other outreach campaigns.
- Support Board of Trustees activities in identifying prospects, cultivating individuals, and maintaining contact with existing donors.
- Implement and administer the donor mailing list and fundraising database.
- Manage tracking of all incoming donations.
- Direct and/or provide follow up correspondence and calls in response to gifts and donor requests.

Education and Experience:

- Minimum BA/BS or the equivalent.
- 3 years of experience in nonprofit development, fundraising and event planning required.
- Experience managing a donor database or other CRM system.

Qualifications:

- Excellent verbal and written communication skills, ability to engage with a wide variety of people and develop strong professional relationships.
- Attention to detail, ability to maintain deadlines and manage multiple tasks.
- Passion for CASA for Children of Essex County's mission.