



Admin and Fund Development Assistant

Full-Time Position

Non - Exempt

QUALIFICATIONS

- Excellent written and verbal communication skills
- Ability to greet the public and represent the organization in a positive, professional manner
- Experience with donor database software and proficient in computer skills
- Experience with financial record keeping and proficiency with Quickbooks, Excel and Word
- Ability to maintain confidentiality and discretion
- Ability to work collaboratively with the staff, Board, and volunteers
- Attention to detail, project management skills and highly organized
- Self-starter with the ability to work independently and manage multiple projects
- Clear criminal background check required
- Knowledge of fundraising best practices, the community and nonprofits organization and development -preferred
- Experience with donor database software and proficient in computer skills – preferred

RESPONSIBLE TO: Executive Director

DUTIES & RESPONSIBILITIES:

The Admin and Fund Development Assistant will perform advanced administrative duties related to ED support, staff support, office support, fundraising, communication and program imaging. Act as receptionist, complete basic financial record keeping in QuickBooks and upkeep donor database. Assist with oversight and execution of a fundraising strategy in order to meet the revenue goals for the organization in collaboration with the Executive Director, Board, staff and volunteers.

ADMINISTRATIVE:

- Provide administrative support, act as receptionist and greet guests and visitors
- Answer phones, direct calls and take messages
- Coordinate postage needs
- Coordinate purchasing of office supplies and other items, as approved by the Executive Director
- Print checks for payment of invoices and reimbursements
- Enter accurate income and expense into Quickbooks
- Help prepare agency audits
- Maintain donor management strategy including donor records, research, solicitation, cultivation and stewardship in order to grow relationships with donors and supports in coordination with Executive Director and Board

- Donor database input, maintenance and reporting of information related to donors and financial contributions
- Promote CASA through print and broadcast media
- Utilize existing templates within marketing software to create content for communication with donor base
- Prepare donor thank you notes
- Print and prepare various agency items as needed
- Maintain CASA Sign

FUNDRAISING:

- Ensure all aspects of fundraising strategy work collaboratively for the best interest of the agency
- Implement the annual fundraising plan in coordination with Executive Director and Community Engagement Committee
- Work closely with the Executive Director and Board on fundraising campaigns such as capital campaigns, recurring gifts, major gifts, planned giving, etc.
- Coordinate events with the direction of the Executive Director and Board
- Work as assigned on fundraising events - set up, take down, organization of agenda, coordinating providers and volunteers

OTHER ACTIVITIES:

- Attend and participate in continuing education opportunities, as recommended and approved by the Executive Director
- Perform job duties in accordance with approved agency policies and procedures
- Represent CASA as a professional and positive liaison to all relevant organizations
- Perform additional duties as requested

CONDITIONS OF EMPLOYMENT:

- Bending & lifting when setting up for events, storing supplies, moving donations, etc.
- Willingness and ability to work flexible hours
- Daily transportation

Employee signature Date

Supervisor signature Date

CASA for Kids of South Central Texas is committed to the principles of Equal Employment Opportunity. All employment decisions are based on individual qualifications, without regard to race, color, religion, national origin, sex, age, disability, or any other status protected by law. CASA for Kids of South Central Texas may amend, revise, or update this job description at any time without prior notice.