

Development Coordinator Description

Court Appointed Special Advocates (CASA) of Northwest Arkansas (NWA) is a nonprofit organization whose mission is to provide quality volunteer representation for abused and neglected children in the court system. Part of a national movement, CASA of NWA was founded locally in 1997 and serves foster children in Benton, Washington, Carroll, and Madison counties.

CASA of NWA is seeking a Development Coordinator to provide administrative support for our marketing and fundraising efforts. As an overview, this **full-time** position will assist with gift entry and acknowledgment, donor communications, marketing, donor stewardship, and event coordination. The Development Coordinator will report to the Director of Development & Marketing.

The ideal candidate will be able to tell a story through written word, have high attention to detail, a strong work ethic, a sense of humor, and the ability to handle multiple priorities in a fast-paced environment.

Essential Duties Responsibilities:

- Gift Processing
 - Ensure that donations are fully processed using our donor management software system in a manner that is accurate, timely, and IRS-compliant.
 - Prepare donor acknowledgment letters.
- Donor Communications
 - Work with Director of Development and Marketing to create communications strategy and timeline.
 - Create donor-centered communications including written copy and graphic design. Current pieces include monthly e-newsletters, mailed and e-mailed acknowledgment letters, direct mail campaign, sponsorship packets, and annual impact report.
- Donor Stewardship
 - Help ensure all donors are thanked appropriately based on giving level, and all sponsorship requirements are met.
- Marketing
 - Work with the Director of Development and Marketing to ensure quality production and distribution of all communications materials & marketing efforts.
 - Support the creation and distribution of materials representing CASA of NWA shared publicly with media or other public-facing avenues, including brochures, monthly newsletters, social media, and website updates as appropriate for strategic marketing campaigns related to fundraising efforts.
 - Manage all social media accounts by creating 3-4 posts per week and engaging with followers as needed.
- Database management (currently use Bloomerang)

- Maintain updated donor records.
- Update the database with new information, including appeals and campaigns.
- Generate reports for donor analysis and segmented mailings.
- Retain records and statistics on gifts and donor activities for the use of further evaluating efficacy.
- Event coordination
 - Provide assistance with special event planning and logistics including invitation design, program creation, venue coordination, registration management, day of support, etc.
- Other
 - Support grant writing efforts through research of funding programs and suggestions of ideas. Assist in prospect research and help compile information as needed for grants.
 - Assist with monitoring ongoing grants so that goals are met and compliance with deadlines, follow-up requirements, record keeping, and accounting is assured.
 - Assist retention and recruitment teams as needed to provide outreach and networking activities to recruit and educate potential donors, volunteers and constituents.
 - Purchase supplies and negotiate with vendors in support of the Development Department.
- General
 - Display excellent time management skills, attention to detail, problem solving skills, strong organizational skills and the ability to work proactively to balance multiple tasks and prioritize work. Complete work at an appropriate pace with a sense of urgency.
 - Schedule meetings, serve as a face for CASA of NWA, and other duties as needed.
 - Maintain and cultivate effective working relationships with all volunteers, staff, donors, prospective donors, sponsors, potential sponsors, foundations, and other businesses and community leaders.

Qualifications:

- Bachelor's degree or equivalent years of experience.
- Experience working in fundraising and development for a nonprofit organization (1-3 years)
- Experience working as an admin (1+ year)
- Knowledge of fundraising best practices and Association of Fundraising Professionals (AFP) Code of Ethical Standards.
- Ability to follow verbal and written directions.
- Strong written and verbal communications skills.
- Ability to work outside of normal office hours for special events
- Experience using design programs or software to produce engaging and compelling marketing and informational pieces.
- Above average technical competency in Microsoft Word, Excel, PowerPoint, and Publisher as well as social media channels.
- Experience managing donor database or other CRM system.
- Experience managing website and various social media accounts.

- Current experience with Bloomerang, Mailchimp, Canva, and SurveyMonkey (preferred but not required).
- A passion for improving the lives of abused and neglected children.
- Extremely organized, an adept proofreader, a lifelong learner, collaborative, flexible, creative, a team player yet capable of working independently, and takes a donor-centered approach to all work.

Employee Benefits:

- Health Benefits available after 90 days
- Employee Assistance Program
- Retirement with 3% match
- Generous paid vacation and sick leave package
- Paid holidays including the week between Christmas and New Year's
- Paid parental leave available after one year
- Paid sabbatical available after five years
- Flex-schedule available

Work Environment:

The physical demands of this position include sitting, standing, walking, driving, lifting, pushing, pulling, stacking, and computer use. Position also requires the ability to work long hours and weekends as needed, for special events, and campaigns. This job description does not list all the duties of the job. You may be asked to perform other duties as needed to assure the continued success of CASA of NWA. Management has the right to revise this job description at any time. CASA of NWA requires, as a condition of employment, that all applicants consent to and authorize a pre-employment and/or continued employment verification of their background.

CASA of NWA is an Equal Opportunity Employer

Pay:

\$40,000-\$44,000 negotiable based on experience

How to Apply:

Send cover letter and resume to courtney@nwacasa.org. Accepting applications until position is filled.