



Job Description

Position: Advancement Coordinator

Reports to: Chief Advancement Officer

Hours: 40 hours per week/ Salary

Court Appointed Special Advocates (CASA) is a private, nonprofit organization. Our mission is to provide quality advocacy for children through a unique one-on-one relationship between a trained and supervised court-appointed volunteer and an abused, abandoned or neglected child.

Description:

The Advancement Coordinator reports to the Chief Advancement Officer and splits their time between the database (80%) and fundraising (20%). As the Database Administrator, the Advancement Coordinator is responsible for entering donations, running reports, data analysis, donor acknowledgements, and overall database health/maintenance. At the end of each month, the Advancement Coordinator is responsible for reconciling the financials with the Finance Department. The Advancement Coordinator is also responsible for tracking the give/get responsibilities of the Board of Directors. Finally, as a Fundraiser, the Advancement Coordinator is responsible for the donor engagement and stewardship of annual donors, first time donors, and in-kind donors whose cumulative total is less than \$1,000/year. The Advancement Coordinator may also need to represent the organization at various social engagements, fundraising or beneficiary events, or marketing events.

Responsibilities:

- Work with Advancement team to fully utilize and advance capacities of CRM database (Raiser's Edge);
- Responsible for handling and coding money that comes to the Organization, including but not limited to: cash, checks, credit cards, gifts-in-kind, grants, and matching gifts;
- Responsible for accurate gift entry and speedy acknowledgement process, ensuring all data is entered accurately and in accordance with IRS guidelines;
- Responsible for handling and accurately cataloging fundraising event in-kind donations with the Event Manager.
- Create gift reports for finance department and ensure gifts are reconciled accurately, including, but not limited to a monthly reconciliation with the Finance Manager;
- Responsible for stewardship process, including coordinating with Advancement and Program Staff and Databases to ensure donors are thanked through letters, notes and phone calls, and that proper recognition is provided for donors who also volunteer in other capacities to the CASA organization;
- Responsible for donor artwork thank you gifts as the liaison to the John's Picnic volunteers including plaque acknowledgment and mailing of gifts; Create gift reports,

- queries, exports, and reports for mailing lists, donor recognition listings, grant submissions and other needs as requested;
- Ensure the integrity and health of the database, including clean-up tasks, data enhancement services, and quality control checks as needed;
 - Work in partnership with Advancement Team to create a strategic moves-management prospecting system;
 - Document, maintain, and develop department policies surrounding gift entry, acknowledgement, stewardship, etc.;
 - Create new campaigns, appeals, etc. in database as needed;
 - Provide support and training to Advancement Team and other staff as necessary on the CRM;
 - General fundraising duties including answering the phone, assisting with events and other fundraising activities as needed;
 - Track and Maintain Board of Directors contributions;
 - Maintain a small portfolio of donors to steward through personalized communications;
 - Oversee Department Interns;
 - Create text for Quarterly Acknowledgement letters, and other donor stewardship materials;
 - Abide by confidentiality and professional fundraising standards;
 - Other duties as assigned.

Qualifications:

- Bachelor's Degree in Database Management or related field;
- Experience with data entry and CRM database, Raiser's Edge experience preferred;
- Commitment to CASA's work with abused and neglected children;
- Outstanding interpersonal skills to include the ability to maintain effective working relationships with staff, volunteers, and stakeholders;
- Excellent oral and written communications skills;
- Ability to manage multiple activities simultaneously;
- Valid driver's license and car insurance;
- Contribute to a positive workforce.

Benefits:

Our team members are our family, so we help our team members care for their families. The rewards of joining CASA are extensive. We offer a comprehensive benefits package to all full-time employees. Here are some of the highlights:

- Healthcare/vision/dental insurance
- 403B
- Career development opportunities
- Generous time off package
- Team activities

Please forward a resume and cover letter to Operations Manager, Damon Iammarino, at diammarino@casaoc.org if interested in applying for this position.