



## Job Description

**Position:** Development Coordinator

**Reports to:** Chief Development Officer

**Hours:** 40 hours, Salaried, Hourly, Non-Exempt, Overtime Eligible. Some weekend and evening hours are required.

**Mission:**

Court Appointed Special Advocates (CASA) provides a powerful voice and a meaningful connection for children who have experienced abuse, neglect, and abandonment.

**Vision:**

Every child in foster care has an advocate they can depend on to help them reach their fullest potential.

**Values:**

- We are **CHILD FOCUSED** we put the good of the child first, always.
- We are **CONNECTORS** we use the power of connection to optimize outcomes.
- We are **TENACIOUS** we are relentless in our efforts to identify solutions and overcome obstacles.
- We are **ACCOUNTABLE** we set goals, measure progress, and deliver results to our stakeholders.
- We conduct ourselves with **INTEGRITY** we operate with character, honesty, consistency, and reliability.

**Description:**

The Development Coordinator reports to the Chief Development Officer and provides support for the Director of Development, Development Event Manager, and Development team. This position will split their time between data entry, administrative support, and supporting fundraising efforts. The Development Coordinator is responsible for entering donations, running reports, data analysis, donor acknowledgements, and overall database health/maintenance. The Development Coordinator is also responsible for tracking the give/get responsibilities of the Board of Directors and supporting stewardship opportunities. In collaboration with the Director of Development, the Development Coordinator is responsible for supporting the donor engagement and stewardship of annual donors, first time donors, and in-kind donors whose cumulative total is less than \$1,000/year. On occasion, the Development Coordinator may need to represent the organization at various social engagements, fundraising or beneficiary events, or marketing events.

**Responsibilities:**

- Responsible for maintaining the integrity of the CRM database (Raiser's Edge) through updating/creating records for, but not limited to, donors, appeals and packages, creating

fields and consistently applying them, inactivating old fields/records, deleting obsolete queries, reports and exports, updating exports used in Mail function and other regular maintenance activities, such as finding/deleting duplicate or unnecessary records.

- Responsible for handling, processing, and coding donations and other receipts that come to the Organization whether through mail, third party software, phone, or other correspondence, including but not limited to: cash, checks, credit cards, EFT/ACH, and gifts-in-kind.
- Responsible for efficient gift entry in CRM and timely acknowledgement process, ensuring all data is entered accurately and gifts are acknowledged, both in accordance with IRS guidelines.
- Responsible for regular reconciliation of Raiser's Edge records to banking activity and reporting data to the Finance Department.
- Work with the Development team to fully utilize and advance capacities of the CRM database and provide support and training to them and other staff as necessary on the CRM tool. To that end, must keep current on CRM tools through education, webinars, and other RE community resources provided.
- Support a "donor-centered" stewardship process as needed, including assisting and coordinating with the Development Team, to ensure donors and volunteers are thanked through letters, notes, and phone calls.
- Create gift reports, queries, exports, and reports for mailing lists, donor recognition listings, information needed for grant submissions, and other needs as requested, including tracking the give/get responsibilities of the Board of Directors.
- Schedule Development Team meetings and create an agenda for these meetings.
- Create online donation and payment forms for the CRM and transmit web code to Marketing and/or event production partner(s) for publication on our website.
- Assist as assigned at Development events, with duties such as, but not limited to check-in/out, payment collection, auction distribution and guest relations.
- Abide by confidentiality and professional fundraising standards.
- Other duties as assigned by manager and leadership.

**Required Education:**

- Bachelor's Degree
- Database Management Certification(s) a plus

**Qualifications:**

- Excellent written and oral communication skills.
- Strong technology skills to include Google Apps for Work, Microsoft Office, and general database experience.
- Valid California driver's license and current car insurance.
- Outstanding interpersonal skills to include the ability to maintain effective working relationships with staff, volunteers, and stakeholders.
- Commitment to CASA's work with abused and neglected children.
- Ability to manage multiple activities simultaneously.
- Contribute to a positive workforce.

**Preferred Qualifications:**

- Experience with data entry and CRM database. 1 year experience in Raiser's Edge/RENXT including gift entry batching, queries and exports in database view. Experience creating Reports with RENXT is a plus.

**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 w/ employer match
- Employee Assistance Program
- \$25k Basic Life and D&D Policy
- Career development opportunities
- Generous time off package
- Team activities

**Salary:**

- \$21.00 to \$24.50 per hour

Please forward a resume and cover letter to [jobs@casaoc.org](mailto:jobs@casaoc.org) with Development Coordinator in the subject line if interested in applying for this position.

**Equal Employment Opportunity Policy:**

CASA of Orange County is an equal opportunity employer. All applicants will be considered for employment without attention to the following: race, color, sex, sexual orientation, gender, gender identity, religion, national origin, citizenship and/or immigration status, pregnancy, genetic information including family medical history, physical or mental disability, child or spousal support withholding, military or veteran status, medical condition, marital status, AIDS/HIV, natural hair styles, political activities or affiliations, domestic violence, assault, or stalking victim status, application for or enrollment in Medi-Cal, lawful conduct occurring during non-working hours away from the employer's premises, credit report or credit information, prior non-conviction arrest record, and any other protected class, in accordance with applicable federal, state, and local laws.