



Job Title:	Development Director	Location:	Pueblo Office
Department:	Development	FLSA Status:	Exempt
Reports To:	Executive Director	Hours Per Week:	32-40+
Employee Name:		Salary Range:	\$53,000 to \$56,000 Annually

Position Summary

The Development Director is responsible for establishing, cultivating, and maintaining and business and individual donors/sponsors, fundraising, managing social media accounts and posts, creating digital marketing graphics, managing grants and grant reports, and executing the agency’s special events.

CASA of Pueblo’s Mission

CASA of Pueblo’s mission is to advocate for abused and neglected children by providing a voice in the courts and in the community through trained volunteer advocates.

Essential Duties and Responsibilities

- Complete CASA training and office training.
- Attend Fund Development Meetings as scheduled by the Fund Development Committee.
- In collaboration with the Executive Director and Fund Development Committee establish fundraising efforts through the cultivation of individual donors, corporate supporters, faith communities and foundations to develop a broad fundraising base.
- Proactively manage grant applications and grant reports in coordination with the Executive Director. Seek new avenues for grants on an ongoing basis.
- Assist the Fund Development Committee and Executive Director with special events.
- Correspond with donors, liaisons, supporting churches, organizations, businesses, etc., through newsletters, direct mailings, and email. Produce the quarterly newsletter, annual report, event invitations and other opportunities for donor contact.
- Closely track and administer the donor database.
- Represent the agency at community events and advocacy efforts as needed.
- Attend all required meetings and special events.
- Participate in performance evaluations of this position as directed by the Executive Director.

- Other duties as may be assigned by the Executive Director or the Chairperson of the Board.

Required Knowledge, Skills, and Abilities

- Must be a minimum of 21 years of age.
- Have no felony convictions or be on the Colorado TRAILS Registry for Child Protection or the FBI or CBI Bureau of Investigation or any other abuse registries.
- Have strong ties to CASA of Pueblo's service area with the ability to demonstrate multiple relationships with a variety of business and individual donors.
- Understand donor relations and maintaining cooperative relationships.
- The ability to work cooperatively with different types of personalities.
- Must have advanced public speaking/writing skills and strong interpersonal skills.
- Ability to manage and prioritize a large workload and work quickly and accurately with few mistakes.
- Must be able to provide graphics and printed materials created to promote an event or cause.
- Experience working with volunteers.
- Must have knowledge of and sensitivity to family systems and child victimization.
- Must have reliable transportation to attend out-of-town meetings as well as in-town meetings with a valid license and insurance.
- Job duties, at times, may require flexible work hours outside of regular business hours or scheduled work hours.
- Familiarity with the community resources.
- A commitment to CASA's goals and mission.

Education and Experience

Required:

- Bachelor's degree in public relations, business, marketing, communications or related field or equivalent combination of education and experience.
- Demonstrate a history of successful grant writing and fundraising experience.
- Demonstrate strong experience with social media presence.
- Advanced knowledge of Mac OS, Microsoft Office Suite, Adobe Creative Cloud programs.

Physical Demands

- This position requires that the incumbent be capable of bending, sitting, stretching, and/or reaching regularly for periods of up to 2 hours without a break.
- This position requires that the incumbent can lift and carry items upwards of 20 lbs.

- This position requires a great deal of time behind a computer screen and that can be strenuous on the eyes.

Work Environment

The overall work environment relaxed and overall pleasant. This position can and will be exposed to all environments from quiet to noisy, climate controlled to extreme outdoor heat and cold.

Required Background Checks & Documentation

- Colorado Trails Registry for Child Abuse/Neglect
- Criminal Background Investigation (CBI & FBI)
- Colorado Sex Offender Registration Check
- National Sex Offender Registration Check
- Reference Check
- Transcripts
- I-9 Documentation

Available Benefits

- Health, Vision, Dental Insurance
- Aflac
- Life Insurance
- Cell Phone Reimbursement
- Mileage Reimbursement for out of county business
- Paid Vacation, Sick and other leave opportunities
- Paid Holidays

Employee Acknowledgement

I understand that this description is not intended to be all-inclusive. Employees may perform other related or assigned duties as required to meet the ongoing needs of the organization. Other functions may be assigned, and management retains the right to add or change the duties at any time.

I have received a copy of this position description for my own records.

Employee Signature:			
Printed Name:		Date:	