

DRAFT JOB DESCRIPTION

Position Title: Community Engagement Fundraiser- Marion

Reports to: Duel Report: Day-to-Day Sarah O; Strategy and Execution of Position Deliverables, CEO

Major Function: This position utilizes effective communication, networking skills and knowledge of CASA's cause to raise funds and create awareness of CASA Marion in the community.

Essential Duties:

- Assist in the Development and execution of fundraising strategies and goals to encourage new or increased contributions that can support the services provided by CASA Marion.
- Solicit, plan and coordinate fundraising events/opportunities.
- Solicit, plan and coordinate in-kind campaigns to support CASA Marion.
- Prepare and present fundraising proposals to potential sponsors and donors.
- Support the promotion of CASA Marion's mission to potential donors.
- Build and maintain community relationships to identify opportunities for financial support.
- Ensure activities are aligned with CASA's mission and objectives.
- Keep accurate records of donations and produce regular reports as needed.
- Work closely with the CEO, Marketing and Development teams to ensure fundraising activities align with the organization's goals and objectives.
- Provide direction as needed to volunteers involved in fundraising activities.
- Ensure all fundraising activities comply with legal and ethical standards.
- Ideal candidates should be passionate about our cause, possess exceptional communication skills, and have a proven track record in fundraising or sales.
- The goal is to help us increase our revenue so that we can continue to provide valuable support and services.
- Collaborate with the Marketing team to develop fundraising materials such as brochures, newsletters, and social media content.
- Special projects and other duties as assigned.

Qualifications:

- Two years' experience in fundraising and/or sales marketing related positions.
- A degree in marketing, communication, public relations or related field, or a comparable combination of education and work experience.
- Demonstrated success in establishing and maintaining critical donor relationships.
- Possess strong communication and presentation skills.
- Experience organizing events and campaigns.
- Knowledge and utilization of effective fundraising strategies and tools.
- Excellent communication and presentation skills.

- Proficiency in MS Office and fundraising software.
- Ability to work in a team environment.
- Possess the ability to climb stairs and lift 50 pounds.
- Ability and willingness to drive CASA vehicles.
- Ability to work flexible schedule outside of standard office hours.
- Possess a valid Florida State Driver's License and proof of auto insurance.
- Agree to a pre-employment background check.
- All employees of CASA are considered "essential" personnel and as such may be required to be available to remain onsite and/or required to assist during emergencies or other critical times.

Employee Signature

Date