

## **DONOR ENGAGEMENT AND EVENTS SPECIALIST**

### **Court Appointed Special Advocates (CASA) of Brown County**

#### **Summary**

The Donor Engagement and Events Specialist supports all aspects of philanthropic efforts and donor relations, including administration of the organization's donor information and communication as well as special events and fundraising campaigns. The Donor Engagement and Events Specialist reports to the Executive Director and also provides general administrative support. This position is full-time (40 hours per week) and located in Green Bay, Wisconsin, starting in January 2025.

**CASA of Brown County Mission:** CASA of Brown County is a volunteer based nonprofit organization that provides a voice for children who have experienced abuse and/or neglect and are under the legal protection of the court system. We recruit, train and support citizen volunteers who are appointed by the court to advocate for the best interests of children until cases close and permanency is achieved.

**CASA of Brown County Values:** Adaptability, Collaboration, Integrity, Quality, Respect, Service and Stewardship.

#### **Qualifications**

- Bachelor's degree and 2-3 years of related experience.
- Computer proficiency, including the Microsoft suite and other programs necessary for the completion of job duties such as graphic design, email communication, online auction platforms and database systems.
- Experience stewarding relationships and maintaining confidentiality.
- Large-scale event planning and implementation experience.
- Excellent listening, note taking and communications skills, both oral and written.
- Strong creative, writing and editing skills.
- Great attention to detail and strong organizational and time-management skills.
- Demonstrated ability to simultaneously manage several deadline-driven, results-focused timelines efficiently.
- Ability to communicate clearly and effectively, handle unexpected situations and think critically.
- Ability to relate positively and professionally with all persons involved in CASA of Brown County, including donors, volunteers, and community members.
- Ability to work independently and demonstrate a high level of motivation, initiative, and consistent, timely follow through.
- Willingness to work flexible hours, including occasional evenings and weekends.
- Commitment to continuous learning and professional growth.
- Passion for the mission of CASA.

#### **Duties and Responsibilities**

##### ***Donor Engagement***

- Documents all types of contributions in a database system and ensures that donors receive recognition and acknowledgements in a timely manner.
- Manages lists of various types of donors and prospective donors.

- Assists with the development and implementation of year-round customized donor communications.
- Updates the CASA of Brown County website “Support” pages and giving pages.
- Coordinates peer to peer fundraising campaigns as applicable.
- Assists with donor appreciation efforts, including coordination of thank you calls, preparation of acknowledgment letters and other donor recognition activities.
- Designs print and digital materials for fundraising campaigns and donor recognition.
- Helps to develop a monthly e-newsletter and email messages focused on mission impact in consultation with CASA of Brown County leadership.
- Assists the Executive Director with scheduling meetings and appointments, documenting notes and tracking follow up in a database system.
- Works collaboratively with the master communication calendar lead to create and schedule posts on social media associated with fundraising campaigns and donor recognition.

### ***Events Coordination***

- Helps to develop an annual fundraising events calendar in consultation with CASA of Brown County leadership.
- Assists with the coordination and execution of events, including an annual gala with over 300 guests, donor stewardship and cultivation events and other fundraising activities.
- Serves as a member of fundraising event leadership committees, including preparing meeting minutes and completing tasks as assigned.
- Collaborates with fundraising events leadership committees and the Executive Director on event planning and logistics schedules.
- Documents all types of event sponsorships and ensures that sponsors receive benefits and acknowledgements in a timely manner.
- Documents RSPVs and guest lists for events, ensuring accuracy.
- Responds to inquiries from event sponsors and guests in a timely manner.
- Tracks complete information regarding auction and raffle items for fundraising events in a spreadsheet.
- Manages the online auction platform, including entering item and guest information.
- Facilitates guest communication before and following events.
- Acts as the main logistics contact with vendors and other third parties for events.
- Designs print and digital promotional and sponsor recognition materials for all events.
- Works collaboratively with the master communication calendar lead to create and schedule posts on social media associated with fundraising events and donor/sponsor recognition.

*CASA of Brown County follows an equal opportunity employment policy, and employs personnel without regard to race, creed, color, religion, national origin, gender, sexual orientation, age, physical or mental disability, veteran status, marital status, or any other consideration made unlawful by federal, state or local law, ordinance or regulation.*