

# Philanthropy and Events Specialist

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

Full-time | Green Bay, Wisconsin

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## Our Mission

We empower children, youth, and young adults who have experienced abuse or neglect by partnering with volunteers to provide court-appointed advocacy and supportive mentoring that leads to lasting, positive change.

## Our Vision

A community where those impacted by the child welfare system feel safe, valued, and able to thrive.

## Our Values

Adaptability • Collaboration • Integrity • Quality • Respect • Service • Stewardship

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## Position Summary

The Philanthropy and Events Specialist plays a key role in advancing CASA of Brown County's mission by supporting fundraising events, donor engagement, and day-to-day operational functions. This position is responsible for coordinating special events, maintaining donor and event data, supporting financial and operational processes, and providing administrative support. Reporting to the Director of Philanthropy & Communications, this role works closely with CASA leadership, ensures smooth execution of events, strong donor stewardship, and efficient internal operations.

This is a full-time, in-person position based in Green Bay, Wisconsin with occasional evenings and weekends.

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## Key Responsibilities:

### Events Management

- Lead the planning and execution of CASA of Brown County's fundraising and stewardship events, serving as the primary owner of event strategy, logistics, and experience with support from leadership.
- Develop and manage the annual fundraising events calendar, including the signature annual gala, annual golf outing, and donor cultivation and stewardship events.
- Oversee all event logistics, timelines, budgets, vendors, and on-site execution to ensure high-quality, mission-centered events.
- Lead and coordinate event committees, driving agendas, follow-through, and task completion.
- Manage event sponsorships, RSVPs, guest lists, and attendee communications, ensuring a seamless and welcoming experience.
- Oversee auction and raffle components, including item tracking and administration of the online auction platform.

- Create and coordinate event promotional and sponsor recognition materials, collaborating with the communications team to schedule social media content.
- Manage post-event wrap-up, including acknowledgments, reporting, data entry, and continuous improvement planning.

## **Philanthropy**

- Manage accurate documentation of all contributions in the donor database, ensuring timely acknowledgments and appropriate donor recognition.
- Maintain and segment donor and prospect lists to support effective outreach and stewardship.
- Support the development and execution of year-round donor communications, including targeted appeals and stewardship touchpoints.
- Coordinate donor appreciation efforts such as thank-you calls, acknowledgment letters, and recognition activities.
- Collaborate on monthly e-newsletters and email communications that highlight mission impact and donor support.
- Provide administrative support to CASA leadership, including meeting scheduling, documentation, and follow-up tracking in the donor database.

## **Professional Development & Team Collaboration**

- Engage in ongoing professional learning and development opportunities
- Collaborate with colleagues to strengthen programs and continuously improve CASA's impact
- Take on additional responsibilities as needed to support organizational goals

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## **Qualifications**

### **Required**

- Education: Bachelor's degree in a related field required
- Experience: One to two years of experience in nonprofit work, project management, or event coordination required.
- Strong computer proficiency, including Microsoft Office and related tools such as donor databases, email marketing platforms, graphic design software (Canva), and online auction systems.
- Experience supporting donor, sponsor, or partner relationships with professionalism and confidentiality.
- Experience coordinating events or projects with multiple components, timelines, and stakeholders.
- Strong written and verbal communication skills, including listening, note-taking, and follow-through.

- Strong organizational skills, attention to detail, and effective time management.
- Ability to manage multiple projects simultaneously, meet deadlines, and adapt to shifting priorities.
- Ability to work independently while collaborating effectively with a team and leadership.

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## **Work Environment & Requirements**

- Full-time position based in Green Bay, Wisconsin (40 hours per week).
- Occasional evenings and weekends required
- Must be able to pass required background checks and meet CASA program standards.

## **To Apply:**

Please send a cover letter and resume to [careers@casabc.org](mailto:careers@casabc.org) to apply.

*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.*