

## Development Coordinator Job Description

This is a full-time (40 hours per week) position serving Bulloch, Effingham, Jenkins and Screven Counties, Georgia, working out of the Bulloch location. [Please send resume and cover letter with salary expectations before April 26, 2019 to join@casageechee.org.](mailto:join@casageechee.org)

### GENERAL:

The Development Coordinator will assist the Executive Director with duties as assigned. Development Coordinator provides volunteer recruitment, recognition; program administration and special projects, community education and public awareness. This position is full time, exempt.

### Responsibilities

#### Volunteer Recruitment and Recognition

- Follow-up all CASA volunteer inquiries and answer general questions regarding the program.
- Send out requested information and process applications.
- Maintain volunteer records and input volunteer data within the program data system.
- Coordinate special events, including volunteer recognition.
- Coordinate a volunteer recruiting campaign set forth by the Executive Director
- Other duties as assigned.

#### Program Administration & Sustainability

- Maintain current contact database for volunteers, board members, and donors.
- Assist in managing donor database and communications to track monetary contributions and deposits.
- Coordinate marketing campaigns as set forth by the Executive Director.
- Develop marketing materials for the program and special events, reviewing all materials for accuracy, consistent messaging, branding and content. Maintain the program and event websites.
- Assist Executive Director with data collection and analysis required for proposal research and grant research and management.
- Attend trainings and meetings as assigned by the Executive Director.
- Fundraising
- Other duties as assigned.

#### Community Education & Public Awareness

- Assist Executive Director with the planning and coordination of outreach and recruitment events for program (i.e. community events, fairs, church and civic group speaking engagements, etc.)
- Maintain a database of churches, civic groups and community events.
- Coordinate an outreach plan for churches, civic groups and community events as set forth by the Executive Director.
- Prepare press packets and news releases, and any follow-up media coverage.
- Coordinate the preparation of monthly newsletters.
- Other duties as assigned.

### DESIRED QUALIFICATIONS:

The Development Coordinator should have the following skills and experience:

- Bachelor's degree in social service-related field and one year of relevant work experience or two years of relevant work experience.
- Experience with data management.
- Experience coordinating events, conferences, or training programs.
- Ability to interact positively with the public, volunteers, board members, court and community stakeholders.
- Must be detail oriented, professional and have knowledge and understanding of issues and dynamics within families in crisis relating to abuse and neglect.