

Job Description

CASA of Oklahoma County, Inc.



Job Title: Director of Development and Communications			
Reports to: Executive Director			
Approved By:	Type of Position:	FLSA:	Position Details:
Kim Vanbebber	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Intern <input type="checkbox"/> Seasonal	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	<input type="checkbox"/> Individual Contributor <input checked="" type="checkbox"/> Supervisor/Manager
Job Summary			
<p>The Director of Development and Communications is responsible for overseeing and executing the organization's fundraising and communication strategies. This role will focus on increasing financial support, expanding brand awareness, and engaging key stakeholders. The Director will work closely with the leadership team, board members, and donors to cultivate and steward relationships, secure major gifts, and enhance the organization's visibility. The role includes leading all aspects of development, including donor relations, grants, corporate partnerships, and events, while also managing the organization's communication channels.</p>			
Essential Duties and Responsibilities			
Fundraising Strategy			
<ul style="list-style-type: none"> • Develop and implement comprehensive fundraising plans to meet annual financial goals. • Cultivate and maintain relationships with major donors, foundations, and corporate partners. • Oversee and execute grant procedures, manage grant calendar, submit timely grant applications and reporting, cultivate and steward relationships with grantors. • Oversee donor management systems and timely reporting of donations and acknowledgments. 			
Communications			
<ul style="list-style-type: none"> • Oversee the execution of a comprehensive communications strategy to increase visibility and brand awareness. • Supervise the communications team in creating and distributing content across all channels, including social media, newsletters, and press materials. • Manage media relations and ensure consistent, professional representation of the organization. • Monitor and evaluate communication efforts to improve engagement and maintain brand consistency. 			
Donor Engagement			
<ul style="list-style-type: none"> • Organize donor appreciation events, campaigns, and other initiatives to enhance donor retention. • Engage high-level donors by ensuring they stay connected to the mission of CASA. • Collaborate with the Board of Directors and Executive Director to increase board involvement in fundraising efforts. 			
Event Planning			
<ul style="list-style-type: none"> • Oversee and plan annual fundraising events and campaigns, ensuring they meet revenue and participation targets. • Coordinate with vendors, sponsors, event committees, corporate sponsors, and volunteers to execute successful events. • Support auxiliary groups and their fundraising efforts on behalf of CASA. 			

Team Management

- Collaborate effectively with all functions of the organization, building positive and productive relationships internally. Build rapport with staff to encourage participation in fundraising activities.
- Manage budgets for both development and communication departments, ensuring cost-effective initiatives.
- Ensure that development and finance records are reconciled to meet CASA's policies, donor expectations, and auditor requirements.

Other Duties as Assigned**Supervisory Responsibility:**

No current direct reports.

Knowledge, Skills, and Abilities**Required**

- Bachelor's degree in nonprofit management, communications, marketing, or a related field.
- Minimum of 5-7 years of experience in fundraising and communications, preferably in the nonprofit sector.
- Proven success in securing major gifts, grants, and sponsorships.
- Strong written and verbal communication skills.
- Experience with donor management software and customer relationship management (CRM) tools.
- Highly organized, ability to manage multiple projects, meet deadlines, and work both independently and collaboratively.
- Clear criminal background.
- Knowledge of tax laws that impact charitable giving.

Preferred

- Experience with event planning and execution.
- Knowledge of nonprofit communications best practices.
- Passion for the mission of CASA and advocacy for vulnerable populations.

Education & Work Experience

Bachelor's degree in nonprofit management, communications, marketing, or a related field.

Computer and Software Requirements

Computer literate and proficient in: Microsoft Office suite (Word, Excel, Access, PowerPoint, Outlook) and general office equipment. Prior experience with donor database software required. Ability to work with and understand databases a must.

Licenses, Certifications, Special Requirements

- Professional Business Attire Required.
- Must have a valid state driver's license.
- Must have current verification of adequate automobile insurance coverage.
- Must have automobile available that can be utilized for on-the-job purposes.
- Must have a working telephone number where employee can be reached.
- Must be available for flexible day/evening working hours.

Physical Requirements & Work Environment**Physical Demands**

- The employee will be engaged in speaking, sitting, walking, driving, listening, and in communicating both orally and in writing while performing his or her duties.

- The employee will use hands to operate a computer terminal, open and close file drawers, make telephone calls, etc.
- The employee must be able to listen and respond to questions and instructions.

Work Environment

The noise level in the employee's office ranges from quiet to moderate. The individual office space will be smoke free. The work environment involves exposure to the general public and the potential for volatile situations.

Application

Forward resume and cover letter to careers@casaofokco.org.

The qualifications, physical demands, and work environment described herein are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. See okcountycasa.org for a program overview.