

POSITION: CASA Fiscal & Event Officer

DEPARTMENT: CASA of the Tenth Judicial Circuit

WORK LOCATION: CASA Office
416 Main Street
Peoria, IL 61602

WORK HOURS: Part Time Salary Position – 20 Hours/week

DUTIES: The Fiscal and Event Officer’s main goal is to manage incoming revenue and reporting requirements to support the growth of services provided by CASA of the Tenth Judicial Circuit. They work closely with the Executive Director to enhance and implement appropriate mission focused strategies. Managing the fiscal process and compliance is key part of this position.

Fundraising will be related to running events and event software that assist in the cultivation, solicitation and stewardship of donors providing direct support, while disseminating the mission of CASA of the Tenth Judicial Circuit. They will oversee fundraising event strategies, manage database list generation and improvement, manages annual fund appeals, direct mail initiatives. The Fiscal and Event Officer oversees special projects as assigned by the Executive Director.

REQUIREMENTS: Bachelor’s degree in social service - related field or equivalent combination of education and experience. Excellent communication and interpersonal skills necessary. Ability to communicate with, supervise and empower volunteers to be effective in their roles. Experience with volunteers given preference. Ability to work cooperatively with different types of personalities. Knowledge and understanding of issues and dynamics within families in crises relating to child abuse and neglect given preference. Ability to handle multiple tasks simultaneously and attention to detail. Commitment to CASA's goals and mission.

BENEFITS: Holidays and vacation time.

APPLY: Attn: CASA Hiring Committee
CASA of the Tenth Judicial Circuit
324 Main Street, Room 215
Peoria, IL 61602
Phone (309) 669-2939
Fax (309) 672-6957
Email: casa@peoriacounty.org

Equal Employment Opportunity: CASA of the Tenth Judicial Circuit is deeply committed to a policy of equal employment opportunity for all of its employees. This commitment means CASA of the Tenth Judicial Circuit actively seeks and employs qualified persons in all job classifications and administers all personnel actions affecting employees without discrimination on the basis of race, color, religion, sex, age, national origin, disability, veteran status, marital status or sexual orientation. This policy applies to recruitment, placement, promotion, transfer, retention, and training, as well as to all other privileges, personnel programs, policies, procedures and terms and conditions of employment. CASA of the Tenth Judicial Circuit does not tolerate discrimination against applicants for employment or employees.