

CASA of the Tenth Judicial Circuit

Fiscal and Event Officer

JOB DESCRIPTION

General Description:

CASA (Court Appointed Special Advocates) is a nonprofit organization that advocates for the best interests of children who have experienced abuse and neglect in the court system. We are seeking a dedicated and experienced Fiscal and Event Officer to join our team. The Fiscal and Event Officer will be responsible for all revenue tracking, planning, organizing, and executing fundraising events to support CASA's mission.

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.

Qualifications:

The Fiscal and Event Officer should have the following qualifications, skills and experience:

Minimum of a bachelor's degree in a related field or equivalent

- 2-4 years of experience in event planning and fundraising, preferably in the nonprofit sector
- Personal and Professional Integrity commitment to CASA of the Tenth Judicial Circuit's goals and mission
- Demonstrates experience and professionalism in marketing and public relations activities for events.
- Demonstrates awareness of confidentiality of donor and volunteer records
- Demonstrates the ability to handle multiple tasks, projects, and deadlines.
- Demonstrates analytical ability to continually improve processes to increase fundraising and development opportunities.
- Ability to work productively with minimal supervision.
- Demonstrates ability to interact positively in many different settings with the public, government officials, attorneys and other court personnel, media, funding sources, staff members, board members and advocates.
- Demonstrates experience in recruiting, organizing, and supporting volunteers for events.
- Strong technical skills and comfort with managing event technology and databases.
- Proficiency in Microsoft Office programs (Donor/Event Software, Word, Excel, PowerPoint).
- Excellent communication, organizational, and time management skills.
- Ability to work independently and collaboratively in a team environment.
- Creative thinking and attention to detail.
- Knowledge of nonprofit organizations and fundraising best practices.
- Familiarity with peer-to-peer fundraising strategies and techniques.

Cooperative Working Relationships:

The Fiscal and Event Officer reports to the Executive Director and works collaboratively with the Administrative Assistant and program staff as needed. The Fiscal and Event Officer will be involved with the special event committees.

Responsibilities:

Primary responsibilities and relationships with other people in the organization are outlined below:

Fiscal:

- Process all revenue received by CASA into the correct revenue stream for the bookkeeper.
- Maintain revenue files for audit.
- Record all revenue in donor software and generate acknowledgement letters for mailing in timely manner.
- Manage donor software for all gifts.
- Process monthly & quarterly pledge transactions the 1st of the month and generate acknowledge letters.
- Develops with the Executive Director an annual plan for the cultivation and solicitation of funding and appropriate budgets for the organizations ongoing special events.

Events: Manage all CASA events

1. Event Planning and Execution:
 - Collaborate with the CASA team to develop event concepts, themes, and goals.
 - Research and identify suitable venues for events, considering factors such as capacity, location, and cost.
 - Designs solicitation packets for sponsorship opportunities
 - Develops monthly progress reports of fundraising activities.
 - Coordinate with vendors and suppliers to secure necessary services and products for events.
 - Assist in creating event pages on various platforms, ensuring alignment with CASA's branding.
 - Manage event logistics, including timelines, expenses, and participant registrations.
 - Oversee event setup, including decorations, audiovisual equipment, and signage.
 - Coordinate event volunteers and staff to ensure smooth operations during the event.
 - Handle post-event activities, such as collecting and tracking event contributions, sending invoices and receipts, and updating donor databases.
2. Fundraising and Outreach:
 - Develop and implement strategies to maximize fundraising efforts during events.
 - Engage with event participants to provide support and guidance in their fundraising efforts.
 - Coordinate outreach efforts for auction donations and in-kind contributions.
 - Draft compelling auction descriptions and create attractive auction displays.
 - Assist event participants in leveraging social media and other platforms for fundraising and outreach.
 - Collaborate with the CASA team to identify and cultivate potential event sponsors and donors.
 - Develop relationships with donors and provides effective stewardship, cultivation, and ongoing communications to existing donors and potential prospects.
 - Coordinate direct mail campaigns, prospect mailings and mailing lists with Administrative Assistant
3. Virtual Event Expertise:
 - Stay updated on virtual event platforms and technologies.
 - Utilize virtual event platforms to host online fundraising events and activities.
 - Assist participants in navigating virtual event platforms and maximizing their engagement.

- Manage virtual event databases, including registration pages and email blasts.
- Ensure seamless integration of virtual event elements into overall event planning and execution.
- 4. Peer-to-Peer Fundraising:
 - Leverage peer-to-peer fundraising strategies to engage supporters and expand fundraising reach.
 - Provide guidance and resources to event participants for successful peer-to-peer fundraising campaigns.
 - Track and analyze peer-to-peer fundraising progress and provide regular reports to the CASA team.
- 5. Current scope of events:
 - CASAblanca Dancing with the Stars, guest 600-800, 25 volunteers, revenue \$300K+
 - Sip Savor Smoke, guest 120-150, 10 staff/volunteers, revenue \$30K-\$40K+
 - \$1M Hole-In-One Golf Event, guest 72-80, 10 staff/volunteers, revenue \$25k-\$35K
 - Other events may include Cocktails for CASA, Summer Concert, Appreciation Dinner

Experience:

Our ideal candidate will have 2-4+ years in nonprofit development, fundraising events, and event marketing with excellent written and verbal communication skills. Ability to work well with people including the staff, board of directors, donors, and volunteers are required. Self motivated with excellent time management skills. Microsoft office, Donor and Event Software, and social media oversight skills are essential.

Education: Bachelor's degree in a related field or equivalent – advanced degree a plus.

Specific knowledge or experience: Fundraising, marketing, community outreach, computer – word processing, spread sheets & database, event software, and event volunteer management.

Employee Classification: Part-time (20 hours/week), Exempt.