Events & Individual Giving Coordinator

Organizational Overview:

CASA-NYC is a volunteer-based, not-for-profit organization that provides advocacy for children and youth in New York City foster care. Our mission is to ensure that young people involved in the NYC child welfare system have their needs met and rights protected, and that children in foster care are moved quickly into safe, stable, nurturing and permanent homes – with their families of origin whenever possible. The children, youth and families we serve have been impacted by intergenerational trauma, structural racism and chronic poverty. We are actively working to fully integrate trauma-informed, ant-racist principles into our work. We partner with family members and their allies to support them in overcoming barriers to safety, stability and family reunification and achieving equitable outcomes.

We strongly encourage candidates fluent in multiple languages and candidates from groups that have historically experienced oppression to apply. We are committed to advancing racial justice and civil rights in our advocacy, and we value the dynamism and perspective that staff diversity, equity, and inclusion bring to the work and culture of our organization. We strive to promote behaviors, attitudes and policies that enable us to work inclusively and effectively in cross-cultural situations with clients, co-workers, and community partners. We actively recruit and seek to grow and maintain a staff that is diverse along many axes, including but not limited to race, ethnicity, and national origin; disability; socioeconomic background; and sexual orientation and gender identity; and to develop a pathway to leadership opportunities for people from historically oppressed populations.

Position Description:

We are seeking a full-time Events & Individual Giving Coordinator to join the 2-person Development & Communications team and report to the Director of Development & Communications. This role will interact regularly with the Executive Director and CASA-NYC’s Board of Directors as it relates to planning and executing two large-scale fundraising events. This is an excellent opportunity to join a growing organization in an impactful role with significant room for a self-starting and experienced candidate to bring creativity and innovation to their work.

Responsibilities:

Event Management:

- Working closely with the Director of Development & Communications, manage all aspects of Board-driven fundraising events. Currently there are two major events per year with ~300 attendees that raise roughly $500,000 each, and there are plans to grow these two events in the years to come. Duties will include but are not limited to:
  - drafting all event communications (internal and external),
  - liaising with all external vendors (venue, catering, A/V, florist, mail house, etc.),
serving as the point of contact for all guest communication and pledge fulfillment,
managing volunteers/staff working the event, and
processing all gifts and creating/mailing acknowledgement letters.

- Run point on all logistical aspects of other CASA-NYC events, working collaboratively across departments. Other events include but are not limited to volunteer appreciation events, the Associate Board’s Summer Soiree, cultivation events for donors, etc.
- Prepare regular reports of event-related fundraising and Board-related activities.
- Collaborating with fiscal department and Communications & Institutional Giving Coordinator to ensure appropriate coding of all revenue.
- Assisting with preparation for and attending board meetings and board development committee meetings as needed.

**Individual Giving:**

- Support the Director of Development & Communications and Executive Director with managing their portfolios of individual donors by conducting research and preparing materials for meetings.
- Manage the individual giving calendar, including the year-end appeal. Draft communications for donors and work with the Communications & Institutional Giving Coordinator to ensure alignment of messaging.
- Process gifts in DonorPerfect and prepare acknowledgement letters on a weekly basis.

**Qualifications:**

- Minimum of 2-3 years’ experience in a development role with significant special event experience
- Bachelors degree in a relevant field
- Exceptional organization skills and attention to detail
- Strong time management skills and ability to establish priorities and meet deadlines
- Ability to communicate professionally with members of the public, Board of Directors and stakeholders
- Ability to work nights as needed for after-hour events, flex time will be arranged to ensure work-life balance
- Passion for CASA-NYC's mission and a sincere commitment to our diversity, equity, inclusion, and belonging goals
- Experience with DonorPerfect and Constant Contact or similar CRM and email systems is preferred
- Salary ranges from $48,000-60,000 commensurate with experience. A competitive benefits package includes a 401(k) retirement plan with a 2:1 match, health and dental insurance, flexible spending accounts, pre-tax transit costs and a generous paid time off package including 20+ vacation days. The Development & Communications Coordinator will have a hybrid work environment, working 2-3 days each from home and from CASA-NYC's office at 48 Wall Street.
To apply please email your resume and detailed cover letter to jobs@casa-nyc.org with “Events & Individual Giving Coordinator” in the subject line. Applications will be accepted and reviewed on a rolling basis and we are flexible on start date for the right candidate.

Please take the time to include in your cover letter a thoughtful answer to the following question. Applicants who do not respond to this question will not be considered for the position.

How have your background and experiences prepared you to contribute to CASA-NYC’s ongoing efforts to increase diversity, equity and inclusion in the workplace, and/or to advocate for justice for children and families disproportionately impacted by the child welfare system?

Feel free to think broadly in your response to this question, applying any relevant personal and/or professional experiences.

Please also reference in your cover letter where you saw this posting.

No phone calls please. Only applicants considered for the position will be contacted by CASA.