



## Volunteer and Fundraising Coordinator

### General Description:

The Volunteer and Fundraising Coordinator (VFC) is responsible for raising funds through event planning and community engagement. The VFC is also responsible for recruiting volunteers through public speaking, hosting open houses, and participating in community events. This part-time position reports directly to the Executive Director (ED).

### Qualifications:

- Strong communication and interpersonal skills
- Self awareness
- Team management
- Excellent verbal, written, organizational skills with attention to fine details
- Ability to work on multiple tasks simultaneously
- Budgeting
- Goal oriented
- History of successful event planning and fundraising or a minimum of 3 years related experience
- Presents themselves professional manner that positively reflects CASA
- Demonstrate professionalism in handling confidential information
- Commitment to CASA Kendall County's goals and mission
- Working knowledge of Microsoft Word and Excel. Additional experience with other software is a plus.
- Ability to sit and or stand for extended periods of time
- Valid drivers license
- Must pass a background check

### Responsibilities of Volunteer and Fundraising Coordinator:

- Development, planning, and execution of fundraising events
- Creating responsible and reliable financial budgets and reports for each event
- Managing events and addressing potential problems that may arise and planning for potential scenarios that could impact the integrity of the event
- Collecting donor payments in a timely manner
- Manage volunteers for all events
- Identifying and stewarding prospective sponsors and donors and maintaining a positive relationship with them
- Send appropriate "Thank you", birthday greetings, etc to supporters, sponsors, and volunteers
- Manage Website and Social Media alongside the ED
- Create monthly newsletter alongside ED
- Recruit volunteers and program volunteer advocates
- Develop sponsorship levels for each fundraising initiative as well as sponsorships focusing on corporate giving programs.
- Write press releases for events, new board members, etc.

- Share in Chamber of Commerce networking events with ED
- Engage in community events to build CASA awareness
- Create marketing materials such as fliers, brochures, and infographics
- Design, print and send volunteer birthday cards and volunteer appreciation gifts

**Accountability and Location:**

The VFC reports directly to the Executive Director who is responsible for his/her performance evaluations. The VFC is an off site position with office space available at the Kendall County Health Department. This position may work remotely as approved by the Executive Director.

CASA is an equal opportunity employer. CASA will reject any applicant found to have been convicted of, or having charges pending for a felony or misdemeanor involving a sex offense, child abuse or neglect, or related acts that would pose a risk to employees, volunteers/advocates, CASA youth, or to the CASA program's credibility. This position will be maintained on an as needed basis. A background check will be provided by the organization.

To be considered, please include: Resume, Cover letter, 3 Professional References and email submission to [amcnamara@kendallcountyil.gov](mailto:amcnamara@kendallcountyil.gov) If you do not receive confirmation of your submission within 48 hours, please call 630-553-8660 to ensure receipt.

Employee Classification: 20 Hrs minimum per week.

Part-time exempt position

Healthcare is not available at this time.