

Development Coordinator Job Overview

CASA of Cuyahoga County is seeking a highly motivated and organized Development Coordinator to join our child advocacy team. As a critical member of our organization, the Development Coordinator will play a crucial role in ensuring the smooth operation of our fundraising and development efforts. If you are passionate about non-profit work and child welfare, have excellent communication and interpersonal skills, and a proven track record of successfully managing multiple projects, we encourage you to apply for this exciting opportunity.

Development Coordinator Responsibilities & Duties

- Manage and maintain the organization's donor database and individual fundraising records.
- Coordinate and assist with the planning and implementation of fundraising events.
- Prepare and distribute fundraising materials, such as proposals and donor reports.
- Provide support to the development team in the research and identification of potential funders.
- Assist with the creation and implementation of fundraising campaigns.
- Communicate with donors, sponsors, and partners to cultivate, secure, and maintain relationships.
- Perform administrative tasks such as data entry, scheduling appointments, and maintaining files.
- Analyze fundraising data and prepare reports to inform decision-making processes.
- Assist with revenue management and forecasting for the development department.

Development Coordinator Qualifications & Skills

- Bachelor's degree in communications, marketing, business, project management, or related field.
- 2+ years of experience in development or fundraising with proven track record of meeting assigned revenue goals.
- Experience planning and managing events, including researching venues and vendors, securing sponsorships, and day-of event management.
- Strong organizational skills with the ability to multitask and manage multiple projects.
- Proficiency in Microsoft Office, Google Workspace, databases, donor software and project management platforms; willingness to complete training in new platforms.
- Experience working with diverse teams and with multiple stakeholders in a matrixed organizational structure.
- Ability to work both independently and collaboratively.
- Detail-oriented mindset with strong problem-solving skills.
- Excellent written and verbal communication skills.
- Familiarity with fundraising techniques and donor relationship management.
- Passion for non-profit work and a commitment to the organization's child advocacy mission.

COMPENSATION & CONDITIONS

- Part-time; estimated hourly range of \$22-\$25/hr., determined based on qualifications. Anticipated hours worked estimated at 20 hours per week, with potential corresponding annual salary range of \$23-\$26K.



- Hourly; bi-weekly pay period.
- Flexible, hybrid remote schedule requiring work from home, office, court, and community event locations.
- Laptop provided; mileage and cell-phone reimbursement available.
- Earned PTO bank & partially paid holidays, aligning with the official Juvenile Court schedule.

To apply, send your resume and cover letter to: info@cfadvocates.org. **No phone calls.

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