

Job Description

CASA of Oklahoma County, Inc.



Job Title: Development Manager																					
Reports to: Executive Director	Issued: 01/07/2019 Revised: 09/23/2026																				
Approved by: Kim Vanbebber	<table border="1"> <tr> <td colspan="2">Type of Position:</td> <td colspan="2">FLSA:</td> </tr> <tr> <td>Full-time</td> <td>☒</td> <td>Part-time</td> <td>☐</td> </tr> <tr> <td>Intern</td> <td>☐</td> <td>Seasonal</td> <td>☐</td> </tr> <tr> <td colspan="2"></td> <td>Exempt</td> <td>☒</td> </tr> <tr> <td colspan="2"></td> <td>Non-exempt</td> <td>☐</td> </tr> </table>	Type of Position:		FLSA:		Full-time	☒	Part-time	☐	Intern	☐	Seasonal	☐			Exempt	☒			Non-exempt	☐
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Job Summary:																					
The Development Manager assists the Executive Director in the planning and execution of CASA of Oklahoma County's fundraising program including the major gifts program, annual fund, special events, and planned giving. The Development Manager is supervised by the Executive Director and will work closely with the Executive Director in the execution of all fundraising activities.																					
Essential Responsibilities & Duties:																					
Fundraising Strategy - Implement comprehensive fundraising plans to meet annual financial goals. - Maintain relationships with major donors, foundations, and corporate partners. - Manage grant calendar, submit timely grant applications and reporting, steward relationships with grantors. - Oversee donor management systems and timely reporting of donations and acknowledgments. Communications - Assist in the execution of a comprehensive communications strategy to increase visibility and brand awareness. - Collaborate in the creation and distribution of content across all channels, including social media, newsletters, and press materials. Donor Engagement - Organize and/or assist in the development and execution of donor appreciation events, campaigns, and other initiatives. - Engage high-level donors by ensuring they stay connected to the mission of CASA. - Collaborate with the Executive Director and selected Board committees to increase board involvement in fundraising efforts. Event Planning - Oversee and plan annual fundraising events and campaigns, ensuring they meet revenue and participation targets. - Coordinate with vendors, sponsors, event committees, corporate sponsors, and volunteers to execute successful events. - Support auxiliary groups and their fundraising efforts on behalf of CASA. Teamwork - Collaborate effectively with all functions of the organization, building positive and productive relationships internally. Build rapport with staff to encourage participation in fundraising activities. - Coordinate with the Executive Director in the management of the development budget, ensuring cost-effective initiatives.																					
Other Responsibilities:																					
Additional duties as required																					

Knowledge, Skills, & Experience:

Required

- Computer literate and proficient in Microsoft Office Suite (Word, Excel, Access, PowerPoint, Outlook) and general office equipment.
- Highly organized, ability to manage multiple projects, meet deadlines, and work both independently and collaboratively.
- Prior collaboration experience with organizational volunteers.
- Strong written and verbal communication skills.
- Clear criminal background.
- Professional business attire.

Preferred

- Three or more years of individual, corporate, and foundation solicitation experience.
- Two or more years of special event planning and execution.
- Familiarization with donor management software and customer relationship management (CRM) tools.
- Knowledge of nonprofit communications best practices.

Physical Requirements & Work Environment:

The qualifications, physical demands, and work environment described herein are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

- The employee will be engaged in speaking, sitting, walking, driving, listening, and in communicating both orally and in writing while performing his or her duties.
- The employee will use hands to operate a computer terminal, open and close file drawers, make telephone calls, etc.
- The employee must be able to listen and respond to questions and instructions.

Work Environment

- The noise level in the employee's office ranges from quiet to moderate.
- The individual office space will be smoke free.
- The work environment involves exposure to the general public.

Application Procedure:

Submit resume and cover letter to careers@casaofokco.org.

No phone calls please. CASA of Oklahoma County is an equal opportunity employer. For more information about CASA of Oklahoma County, please visit www.okcountycasa.org.