ORGANIZATION OVERVIEW:
Child Advocates – Denver CASA (Court Appointed Special Advocate) is part of a national movement of organizations that train volunteers to serve youth who have experienced abuse and neglect. All of the child youth served by Child Advocates – Denver CASA have an open dependency, neglect, or truancy case with the Denver Department of Human Services. Many of these young people are placed in foster care, and separated from their families. The CASA Volunteer works closely with the courts and human services and ensures that the needs of the young person are being met. CASA Volunteers, along with the other professionals on the case, focus on finding a permanent and safe home for the young person.

POSITION OVERVIEW:
The Administrative & Development Coordinator is responsible for carrying out all administrative functions for Denver CASA, and for providing administrative and logistical support for development including fundraising and events. Areas of fundraising activities include: data base management, acknowledgement letters and tax information, deposit reconciliation and other duties as assigned.

REPORTS TO: Director of Development

JOB RESPONSIBILITIES:

Administrative Support
This position is responsible for providing general administrative support as needed, including but not limited to:

- Perform basic bookkeeping tasks including bill paying, check fulfillment, mailing checks, making deposits, invoicing, running financial reports, assisting with annual audit etc.
- Purchase office supplies and keep storage room stocked and organized.
- Maintain organizational files and documents.
- Manage repair and maintenance of office equipment, including computers, phones and printers.
- Perform general administrative support while anticipating logistical and administrative needs.

Development Support
- Draft donor correspondence including thank you letters and special cultivation initiatives.
- Maintain filing systems and the development database (eTapestry) including completing data entry and ensuring the accuracy and integrity of records; utilize the database to support development initiatives.
- Coordinate event logistics including:
  - Event location and vendors
  - Publicizing event
  - Donor acknowledgement and follow up process
  - Event Registration and ensure all information is maintained in database
- Social Media as needed
- Work with mail houses and outside print companies as needed
- Coordinate bulk mailings
JOB REQUIREMENTS AND QUALIFICATIONS:
- Minimum two years related experience; nonprofit experience a plus.
- Strong attention to detail and ability to work as a team member with minimal supervision.
- Solid written and oral communication skills and excellent phone manner.
- Ability to develop effective work plans, organize details, set priorities, and meet deadlines.
- Experience planning and executing events.
- Ability to prioritize and balance workload.
- Strong interpersonal skills

DESIRED SKILLS AND ABILITIES:
- **Organized and attentive to all details:** able to seamlessly prioritize and juggle multiple tasks to meet deadlines; thrives in small details and complex logistics.
- **A proactive problem solver:** able to foresee and plan for future needs and resolve problems or recommend next steps with limited direction in a timely manner.
- **Tech savvy:** strong knowledge of and experience with Microsoft Office Suite, especially Microsoft Outlook; learns new technologies quickly; experience with a CRM databases a plus. Ability to operate and troubleshoot standard office equipment.
- **A fast paced and adaptable team player:** willingness to work cooperatively as part of a fast moving team with frequent changes, delays, or unexpected events; driven by the idea of growing a non-profit organization; bringing a positive, professional attitude and sound judgement.

SCHEDULE:
- Monday – Friday regular business hours
- Evening and weekend hours required

COMPENSATION AND BENEFITS:
This is a full-time position based in Denver. Salary range is $35,000-$40,000 and is commensurate with depth of experience and overall qualifications plus benefits.

TO APPLY:
Please submit your resume and cover letter to admin@denvercasa.org with the subject line “Administrative and Development Coordinator” no later than January 24th. Please be aware that incomplete submissions will not be considered for interview.

Child Advocates-Denver CASA is an equal employment opportunity employer and does not discriminate on the basis of race, color, sex, age, disability, religion, marital status, sexual orientation, gender expression, national origin or any other protected characteristic. We seek a broad and diverse pool of candidates.