



**CHILD ADVOCATES—DENVER CASA
COMMUNITY ENGAGEMENT
MANAGER**

Child Advocates - Denver CASA's mission is to recruit and train community volunteers from diverse backgrounds to advocate for the best interests of children who have experienced abuse or neglect in the pursuit of safe and permanent homes. We seek a nonprofit professional with experience in nonprofit fundraising and/or communications, preferably supporting social work or youth development organizations. The ideal candidate will also have experience in dynamic and creative community engagement.

Diversity, Equity, Inclusion and Belonging:

Denver CASA continues to build a diverse and inclusive culture that encourages, supports, and celebrates the distinct voices of our employees, volunteers, board members, and children served. We want every employee to feel valued and appreciated and bring their full authentic selves to work. Denver CASA does not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status in any of its activities or operations.

PURPOSE:

The Community Engagement Manager serves as an engaging and positive representative of Denver CASA in the community. The Manager will focus on corporate development, volunteer recruitment, and marketing and communication efforts. This individual will enthusiastically develop relationships with community members in order to encourage donor and volunteer participation. Duties related to this will include: recruitment of volunteers and donors; producing and distributing marketing materials; and general assisting with Denver CASA's business development plan.

Reports to: Director of Development

Description of Duties:

Community and Corporate Engagement

- Identify the most effective methods of volunteer and donor recruitment and work to target recruitment efforts for all volunteer and fundraising opportunities for the organization.
- Develop and implement an annual volunteer and donor recruitment plans and track effectiveness of acquisition efforts.

- Help spread awareness for all areas of the CASA program.
- Develop strategic goals to incorporate increased support and visibility of people from diverse communities, as volunteers or donors.
- Responsible for securing and planning presentation and CASA booth and corporate lunch-and-learn opportunities and staffing them.
- Work directly with the Director of Development to identify and develop organizational and individual relationships with potential for engagement.
- Keep a pulse on and be responsive to current trends in Corporate Social Responsibility to ensure successful relationships with corporate partners.
- Work with the Director of Development to recruit corporate executives and community leaders as potential Committee and Board members.

Development and communications administration

- Produce and distribute engaging and informative collateral to assist with volunteer and donor recruitment activities.
- Entering donor communication data and tracking development-related interactions in the Donor CRM.
- Posting to social media, generating direct mail pieces, and other activities related to the implementation of the Denver CASA donor and volunteer acquisition plan.
- Assisting with two annual in-house special events. Duties include staffing check-ins, event set up, event clean up, and additional day-of event support.
- Informing Director of Development and Senior Leadership Team of community and corporate feedback of recruitment efforts.
- Other duties and administrative support as assigned.

Qualifications:

- Bachelors' degree or equivalent work experience in fundraising, communications, and/or community engagement.
- Demonstrated ability to develop, advance, and sustain positive relationships from a diverse background.
- Excellent public speaking and communication skills.
- Strong leadership, organizational, and interpersonal skills.
- Experience working in or with diverse communities.
- Proficient in all Office Suite, email software, and social media platforms.
- Proficient in data entry, management, analysis, and reporting.
- Job related travel.
- Available for flexible day, evening, and week-end hours.

Salary range \$50,000-55,000 commensurate with experience. Health and dental benefits available, life and disability insurance, plus generous time off including summer Friday hours. Most Denver CASA staff are working remotely at this time due to COVID-19. This may change as developments with the virus occur.

Please submit resume and cover letter with salary requirements to admin@denvercasa.org. Please include "Community Engagement Manager" in the subject line. Resumes will be accepted until positions are filled. No phone calls, please.