



Contact:
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Development Director
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Non-Profit Management Intern (Communications, Donor Relations, Marketing)

Reports to: Development Director

Court Appointed Special Advocates (CASA) of Central Texas advocates for abused and neglected children in the court and child welfare system by recruiting, training and supporting community volunteers. We envision a world where every child thrives in a safe, stable and permanent home. Each year, with over 230 active volunteers, CASA helps more than 560 children from Hays, Caldwell, Comal and Guadalupe Counties.

POSITION SUMMARY

To assist the Development Director and the CASA team in a variety of special projects and ongoing management, administration and fundraising activities that promote the vision and charitable mission of CASA.

The Intern is a key team member who will contribute to donor relations and fund development functions to create and support a culture of donor-centered philanthropy, and provide our community with many ways to act on their values by supporting CASA's work. We aim to offer an easy and rewarding giving experience and a fiscally sound, transparent and trustworthy charitable organization.

The ideal candidate is someone who is interested in being a professional contributor to fundraising, marketing, communications and relationship building with donors; has a passion to share the CASA mission; loves data, design, and analysis; enjoys behind-the-scenes work and some public relations.

Specific activities may include some or all of the following, with additional assignments as needed or required:

Donor Relations

- Write, edit and contribute to development-related communications and campaigns, including flyers, graphics, e-blasts, newsletters, appeals, annual report, outreach materials and web content.
- Coordinate donor relations processes and programs, including gift acknowledgment and donor records management.
- Create programs to enhance and increase individual giving, overseeing donation and pledge tracking, donor correspondence.
- Create and coordinate annual fund and donor campaigns, preparing materials for donor appeals and drafting, mailing and tracking donor participation, pledge payments and gift acknowledgments.
- Research, create and coordinate new development opportunities and strategies for cultivation, solicitation, acknowledgment, and recognition of donors.
- Participate in donor fairs at workplace giving sites and community outreach events.
- Ensure integrity of the donor database, adhering to business processes and procedures to enhance the use of the donor data; conduct data entry and reporting.
- Create queries, lists and exports related to all fundraising activities including event sponsorships, direct mail appeals, online campaigns, various mailing lists and other special campaigns/appeals.

Events

- Involvement level varies from support to lead roles
- Coordinate special event logistics and marketing, provide support to committees and event teams. Events include Amplify Austin (Spring), Big Give (Spring), CASA Superhero Run (Fall), annual golf tournament (Fall), annual dinner/auction (Spring), donor appreciation and third-party events (year-round).
- Assist with building sponsor packages and recognition.
- Support and coordinate outreach, communications and volunteers for special events.

QUALIFICATIONS

- Completion of, or in current pursuit of (junior or senior), Bachelor's degree in Business Administration, Public Administration, Marketing, Communications, English, Journalism, or related field.
- Excellent organizational, project management, and administrative skills
- Excellent writing/grammar, verbal, and interpersonal communication skills, previous writing experience in a professional setting preferred
- Superior attention to detail.
- Ability to independently prioritize a heavy workload, at times working under pressure and deadlines.
- Problem solver with the ability to organize, implement and coordinate processes and procedures to increase organizational efficiency and effectiveness.
- Sound judgment and the ability to handle sensitive information and maintain confidentiality.
- Work as a collaborative but independent and effective team contributor.
- Proficiency in design and communications applications (InDesign, Photoshop, Constant Contact, all Social Media)

ADDITIONAL INFORMATION

- This is a semester long internship. Preference will be given to candidates who can commit to a minimum of 10 (Fall/Spring) or 8 (Summer) weeks of service. Upon successful completion of the internship, the student may be invited to extend the opportunity for an additional semester. Generally, only one intern per semester (Fall, Spring, Summer) will be selected.
- Schedule 20 hours/week, flexible. M-F, 9am-5pm, some Saturdays and evenings may be required.
- The majority of work will take place in our office located in San Marcos, TX. Some work duties span our 4-county footprint; travel to Austin or San Antonio is rare but may be required. Intern must provide their own, reliable transportation for all work duties.
- This is a paid internship, rate is \$10/hour.
- To inquire, please submit your resume, cover letter and any relevant work samples to Tricia Schneider, Development Director, tschneider@casacentex.org. No calls, please.

The information contained in this job description overview is not intended to be all-inclusive. Nothing in this job description restricts management or the company's ability to assign or reassign duties and/or responsibilities to or from this role at any time. This document is subject to change with or without notice. All employment, with or without compensation, is at-will.

CASA of Central Texas is an equal opportunity employer.