



Development & Communications Coordinator

Updated for 2024

Organizational Overview:

CASA-NYC is a volunteer-based, not-for-profit organization that provides advocacy for children and youth involved in New York City child welfare proceedings. Our mission is to ensure children and youth involved in the child welfare system have their needs met and rights protected, and children in foster care move into safe and permanent homes as quickly as possible. The children, youth and families we serve have been impacted by intergenerational trauma, structural racism and chronic poverty. We are actively working to fully integrate trauma-informed, anti-racist principles into our work. We partner with family members and their allies to support them in overcoming barriers to safety, stability and family reunification and achieving equitable outcomes.

We strongly encourage candidates fluent in multiple languages and candidates from groups that have historically experienced oppression to apply. We are committed to advancing racial justice and civil rights in our advocacy, and we value the dynamism and perspective that staff diversity, equity, and inclusion bring to the work and culture of our organization. We strive to promote behaviors, attitudes and policies that enable us to work inclusively and effectively in cross-cultural situations with clients, co-workers, and community partners. We actively recruit and seek to grow and maintain a staff that is diverse along many axes, including but not limited to race, ethnicity, and national origin; disability; socioeconomic background; and sexual orientation and gender identity; and to develop a pathway to leadership opportunities for people from historically oppressed populations.

Position Description:

We are seeking a full-time Development & Communications Coordinator, who will report to the Director of Development & Communications and work with the Executive Director, Development Associate, and consultants to support multiple aspects of fundraising and external communications, with a focus on grant writing. A successful applicant will be extremely

detail oriented, have strong project management skills, and experience with grant writing and graphic design.

RESPONSIBILITIES:

Development – Focused on Institutional Giving:

- Manage all aspects of fundraising from institutional grantmakers, with support from the Director of Development & Communications, including:
 - researching prospective funders,
 - maintaining the grants calendar,
 - supporting meetings and site visits with institutional funders,
 - writing grant proposals and reports, and
 - gathering and submitting all supporting documents.
- Process gifts and acknowledgements from institutional funders, and be able to pull reports in the fundraising database (DonorPerfect) about institutional funders.
- Attend and support all fundraising, community, and engagement events as needed.
- Serve as a primary staff liaison for CASA-NYC's Associate Board, alongside the Development Associate.

Communications:

- Manage external-facing campaigns taking place on social media and through eblasts, ensuring CASA-NYC's network is regularly hearing updates on our work and informed about how to get more involved.
- Serve as the primary staff person managing CASA-NYC's social media (Facebook, Twitter, Instagram) accounts and maintain the communications content calendar – with the help of the Communications Associate through May 2024.
- Prepare content for CASA-NYC's website and keep the website up to date. Play a leading role in the relaunch of CASA-NYC's website in 2024 (project already underway).
- Lead all aspects of producing the annual impact report including drafting copy, interviewing CASA youth and families, and gathering and synthesizing data. If needed, work with an external graphic designer on the project.
- Provide graphic design support for all fundraising, community, and engagement events including creating save the dates, invitations, donation forms, and other branded materials.

QUALIFICATIONS:

- Minimum of 2-3 years' experience in grant writing and/or communications for a nonprofit, experience with graphic design is a strongly preferred
- Bachelors or master's degree in a relevant field

- Exceptional writing skills, ability to draft, proofread, and copy edit proposals, reports, and communications
- Meticulous attention to detail
- Strong time management skills and ability to establish priorities and meet deadlines
- Ability to communicate professionally with members of the public, Board of Directors, Associate Board of Directors, and stakeholders
- Highly organized, detail-oriented, and reliable
- Passion for CASA-NYC's mission and a sincere commitment to our diversity, equity, inclusion, and belonging goals
- Strong computer literacy, experienced with Donor Perfect, Square Space, Constant Contact, Canva, and/or Adobe InDesign, and experience managing social media accounts is a strong plus
- Ability to take initiative and work independently, and to adapt to shifting priorities
- Ability to work flexible hours – some evenings required for fundraising events

CASA-NYC is a partner project of the Fund for the City of New York. We are an equal opportunity employer and encourage people of color, immigrants, LGBTQ-identified and differently-abled candidates to apply.

Salary ranges from \$50,000-63,000 commensurate with experience. A competitive benefits package includes a 401(k) retirement plan with a 2:1 match, health, dental and vision insurance, flexible spending accounts, pre-tax transit costs and a generous paid time off package including 20 vacation days. The Development & Communications Coordinator will have a hybrid work environment, working 2-3 days each from home and from CASA-NYC's office at 48 Wall Street.

To apply please email jobs@casa-nyc.org with "Development & Communications Coordinator" in the subject line. Please send a resume and detailed cover letter explaining your interest, passion, and experience, with a specific answer to the following required question:

How have your background and experiences, professional or otherwise, prepared you to contribute to CASA-NYC's ongoing efforts to increase diversity, equity and inclusion in the workplace, and/or to advocate for justice for children and families disproportionately impacted by the child welfare system?

Feel free to think broadly about your response to this question, applying various aspects of your life, personal and professional experiences. Please also reference in your cover letter where you saw this posting.