



**Big Country CASA**  
**Position: Grants & Events Manager**  
**Job Description**

**CLASSIFICATION AND STATUS:** Full-Time Position/Exempt  
**REPORTS TO:** Executive Director

**QUALIFICATIONS:** Bachelor's degree in nonprofit management, finance, social work, public relations or related areas. A Master's is preferred. Two years of related experience in non-profit work, financial and grant management, fundraising, and social work is preferred. The candidate will demonstrate strong skills in grant writing, financial/budget management, and event production & management. Prior experience working with volunteers and/or donors is helpful. A clear criminal background check is required.

**PREFERRED SKILLS:** Excellent written and oral communication skills, including Microsoft Word, Excel, spreadsheets, and QuickBooks helpful and attention to detail; highly organized; vision to identify potential and opportunity for program growth & development. Knowledge of donor relations and challenges faced by children, youth and families involved in child welfare. Communication skills are essential in maintaining donor relations with funding agencies and stakeholders. Organizational and time management skills are a must including the ability to manage multiple projects occurring at the same time. Ability to communicate with, and empower staff and volunteers to be effective in their roles; knowledge and understanding of issues and dynamics within families in crises relating to child abuse and neglect.

**SUMMARY OF RESPONSIBILITY:** The Grants & Events Manager is responsible for working in tandem with the Executive Director in identifying and managing current and potential funding sources for the financial health of Big Country CASA. Key duties include researching funding opportunities, planning and managing special events, developing budgets, grant spreadsheets and managing required grant reporting. Additionally, this position collaborates with various stakeholders, conducts donor contact and community outreach, and participates in ongoing training to enhance knowledge and effectiveness in fund development and CASA organizational operations.

**ESSENTIAL FUNCTIONS:**

**GRANT MANAGER:**

- Write & manage federal and state grants, including monthly requests for reimbursements and reporting using Salesforce software.
- Write & manage local grants for local foundations and reporting on the grants.
- Write & manage United Way/Community Foundation of Abilene grant applications, presentations and quarterly reporting.

- Research & identify available funding opportunities and develop grant proposals.
- Coordinate & monitor program & grant evaluations to report to funders as required by funding sources.
- Meet and coordinate with staff to identify emerging needs and ensure proposals align with CASA's goals and objectives.

#### EVENTS MANAGER:

- Utilize the donor management software, Network for Good, managing donors including current addresses and donation amounts. Generating correspondence, tax receipts, reports and lists as requested.
- Conduct the annual CASA Board Annual Fund Campaign in conjunction with CASA board and staff; coordinating the production, board involvement and staff support and utilization of Network for Good. Develop donor letters highlighting successes of CASA to garner donor support.
- Oversee & coordinate with the CASA board the annual Abilene Gives Campaign including relationships with the Community Foundation of Abilene.
- Plan and oversee the annual CASA Superhero 5K including production of written materials and media materials, sponsor packets, billboards, and printing.
- Oversee the annual volunteer appreciation event including ongoing events with staff to ensure volunteers are valued throughout the year.
- Oversee the production & printing of the Annual Impact Report & Spring CASA Connection and its distribution.
- Report fundraising and volunteer appreciation activities to the CASA Board of Directors.

#### ADDITIONAL RESPONSIBILITIES:

- As needed-- special projects and tasks as assigned by the Executive Director.
- Complete new volunteer training within 3 months of start of employment.
- Attend additional training as provided to grow in knowledge of grants, events & child welfare.

#### EXPERIENCE AND SKILL REQUIREMENTS:

- Strong communication, speaking, writing, and interpersonal skills.
- Strong computer skills, including Microsoft Word, Excel and Outlook.
- Experience in a leadership role with a proven track record of taking initiative.

Big Country CASA provides equal employment opportunity for all employees and applicants for employment and does not unlawfully discriminate on the basis of age, sex (including pregnancy, childbirth or related medical conditions), color, race, national origin, ancestry, religion, marital status, family care status, physical disability, mental disability, medical condition, veteran status, sexual orientation, gender identity, or any other basis protected by federal and state laws.