

Annual Giving Manager

Location	CASA, San Antonio, TX 78222
Reports to	Vice President of Mission Advancement
Supervises	Two positions: Corporate Relations & Events Specialist, and Front Desk & Database Coordinator
Regular / Temporary	Regular
Salaried / Hourly	Salaried
Exempt / Nonexempt	Exempt
Full-Time / Part-Time	Full-Time
Eligible / Not Eligible for Field Day Consideration	Eligible
Compensation	\$65,000

Job Summary:

You can make an incredible impact at CASA. You will be part of a caring and committed team of individuals working on behalf of children and youth experiencing foster care. To be successful in this role, you must demonstrate and champion alignment with our company's vision, mission, and values in daily work actions. You must also demonstrate a commitment to complying with CASA's policies, regulations, processes and participate enthusiastically in CASA's culture of continual improvement, including support of our Entrepreneurial Operating System (EOS), Values-Based Leadership, and personal development.

This position is an exempt position and will require working hours outside of a typical work week. CASA will accommodate the selected candidate's work schedule for any additional hours worked at after-hour events.

Intent of the Position:

This position will lead a dynamic fundraising team to meet strategic fundraising goals through events, donor relations, database management, stewardship efforts, and specific government grants to ensure that Child Advocates San Antonio has the financial resources to meet its needs and pursue its mission.

Responsibilities:

- Collaborate closely with the VP of Mission Advancement and the President & CEO to develop and execute strategic fundraising plans, including major annual gift solicitation.
- Lead the fundraising team in cultivating, soliciting, and stewarding individual, corporate, and civic donors to meet annual fundraising goals.

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CASA

CHILD ADVOCATES
SAN ANTONIO

- Oversee the planning and implementation of all fundraising campaigns and special events, including the End of Year campaign, Champions of Hope, and The Big Give.
- Provide leadership and supervision to the fundraising team, including strategy development, performance oversight, and goal tracking for individual portfolios and events.
- Manage all aspects of donor recognition, stewardship, and database management (Julep), ensuring accurate gift entry and effective use of data systems.
- Build and manage a portfolio of medium to major gift donors and prospects using moves management strategies to grow the donor pipeline.
- Partner with the VP of Mission Advancement to identify, write, submit, and report on government grants at both the local and state levels.
- Cultivate and strengthen relationships with corporate and civic partners to support both fundraising and volunteer recruitment efforts.
- Collaborate with the Marketing & Communications Manager on social media and digital fundraising campaigns such as Giving Tuesday.
- Support the development of compelling written materials including proposals, fact sheets, presentations, and campaign content.
- Represent the organization through personal presentations and donor engagement activities such as tours and community events.
- Ensure timely and accurate reporting, event reconciliation, and effective cross-departmental collaboration with the Finance Department and other teams.
- Participates in advocate pre-service training within six months of hire and then in a minimum of 12 hours of ongoing education per year.
- Other duties as assigned by your leadership.

Required Education and Experience:

- Bachelor's degree in communications, marketing, non-profit management, business administration or related field or equivalent training or work experience.
- Four+ years of direct experience in non-profit fundraising.
- Two+ years managing a team.
- Experience using donor CRM.

Preferred Education and Experience:

- Master's degree in communications, marketing, non-profit management, business administration, or related field, or relevant non-profit or fundraising certificate.

Knowledge, Skills, and Abilities:

- Knowledge of MS Office applications with advanced use of PowerPoint and Excel.
- Skills with utilizing tracking systems, reports, and data analysis.

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- Skills in database management.
- Ability to maintain excellent interpersonal skills and a collaborative mindset.
- Ability to organize and multi-task efficiently meeting deadlines in a fast-paced environment, with minimal supervision.
- Ability to analyze issues.
- Ability to process and handle confidential information with discretion.
- Ability to review work for accuracy.
- Ability to communicate verbally and in writing.
- Ability to sit and work comfortably for extended periods of time.
- Ability to lift materials weighing up to 50 pounds, walking and standing for extended periods, and bending to reach for materials.

Quality Assurance Requirements:

- Comply with National and Texas CASA standards and applicable grant requirements.
- Pre-employment drug screening required.
- Applicants must pass a Criminal Justice Information Systems (CJIS) fingerprint-based background check and maintain CJIS eligibility throughout employment.
- Applicants must pass a child abuse and neglect registry check and maintain abuse and neglect registry eligibility throughout employment.
- Possess proof of current automobile insurance and maintain throughout employment.
- Possess a valid current and unexpired Class “C” Texas Driver’s license and maintain throughout employment.

We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disabilities, and/or genetic information (including family medical history), any other characteristic protected by law. We comply with all federal, state and local laws and regulations regarding employment.

Texas Administrative Code (TAC) 377.113(a)(6) job descriptions for employees, directors, and volunteers.

Printed Name

Date

Signature

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