November 20, 2025

Job Posting:

Development & Communications Manager

Program: CASA
Reports to: Director of Development
Effective Date: November 2025

About CASA

Court Appointed Special Advocates (CASA) Nashville is committed to advocating for abused and neglected children in Davidson County Juvenile Court. Our mission is to ensure that every child we serve is safe, has a permanent home, and the opportunity to thrive. We train and support volunteer advocates to speak up for the best interests of these children in the courtroom and community.

Position Overview

The CASA Development Manager strengthens the organization's fundraising infrastructure through grants administration, data management, donor stewardship, communication efforts, and event coordination. This position ensures that the systems and processes supporting CASA's development operations are accurate, efficient, and mission driven. The Development Manager works closely with the Director of Development to advance CASA's fundraising goals and maintain a culture of gratitude, integrity, and excellence in donor and community engagement.

Key Responsibilities:

Grants Management

- Maintain the grants calendar, ensuring all application and reporting deadlines are met.
- Support grant proposal preparation by gathering data, updating attachments, and compiling required materials.
- Pull reports and data from donor management and program systems to inform grant narratives and impact reporting.
- Track submitted grants, awards, and reporting outcomes for internal documentation and future reference.

Data and Reporting

- Maintain an accurate and up-to-date donor management database.
- Oversee data entry, coding, and hygiene to ensure consistency and reliability.
- Generate reports for fundraising, grants, and campaign analysis as requested by the Director of Development.
- Conduct monthly reconciliation with the Finance Department to ensure data accuracy.

Fundraising Events

- Provide administrative and logistical support for CASA's fundraising events, including tracking sponsorships, donations, and attendees.

- Maintain event files, records, and vendor contacts.
- Assist with post-event follow-up, including acknowledgments, reporting, and data entry.

Board and Committee Support

- Schedule Board and Advisory Board meetings and distribute calendar invites.
- Prepare and distribute Board packets and materials.
- Attend meetings and record accurate minutes.
- Coordinate meeting logistics, including room setup and refreshments as needed.

Donor Stewardship and Communications

- Prepare donor acknowledgment letters and ensure timely mailing.
- Create simple marketing and promotional materials in Canva for events and campaigns.
- Support donor communications through social media and website updates.
- Maintain confidentiality and professionalism in all donor interactions.

Administrative and Collaborative Responsibilities

- Manage incoming donations and collaborate with Finance for processing.
- Collaborate with staff and volunteers to support a culture of teamwork, accountability, and respect.
- Represent CASA at community events and functions as needed.
- Support a healthy, inclusive, and equitable work environment in alignment with CASA's mission and values.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience:

Bachelor's degree in a relevant field (e.g., nonprofit management, business, marketing, communications) preferred and a minimum of two years of experience in nonprofit development, fundraising, or grant administration required.

Knowledge, Skills, and Abilities:

- Proficiency in donor management software and Excel; strong data management and reporting skills.
- Excellent written and verbal communication skills.
- Strong organizational skills and attention to detail.
- Ability to manage multiple deadlines simultaneously.
- Experience with Canva, social media platforms, and basic website editing preferred.
- Demonstrates a teachable attitude, professionalism, and a collaborative spirit.
- Commitment to CASA's mission and values of equity, inclusion, and community impact.

Benefits:

- Generous employer-sponsored health insurance with low employee contributions.
- Dental & Vision Insurance and additional ancillary benefits offered.
- Flexible Work Schedule: Enjoy a balanced work-life environment with flexibility to work from home.

- Positive Work Culture: Join a supportive and inclusive team that values your contribution and fosters professional growth.
- Paid Time Off: Generous PTO policy, including holidays, vacation, and sick days.
- Retirement Plan: Prepare for the future with a robust retirement savings plan with employer match.
- Salary Range: $55k-$60k

Why CASA?
At CASA Nashville, we are passionate about advocating for children and families in need. We offer a dynamic, rewarding work environment where every team member plays a critical role in making a positive impact. If you are a compassionate leader with a desire to serve, we would love to hear from you!

Application Instructions
To apply, please submit your resume and cover letter by emailing them to casa@casanashville.org by December 31, 2025. CASA Nashville is an equal opportunity employer, and we encourage candidates from all backgrounds to apply.

CASA Nashville provides an environment that is both empowering and collaborative. Join us in making a difference in the lives of children and families in our community!