



Fundraising Assistant Volunteer/Intern Position Description

MARYLAND CASA ASSOCIATION

Primary Purpose of Position: to enhance the fundraising capacity of Maryland CASA Association and local Court Appointed Special Advocate (CASA) programs, to promote the mission of advocating for the best interests of abused and neglected children in Maryland.

Examples of Responsibilities:

- ❖ Become familiar with CASA, its history, goals, mission, the role of the CASA volunteer, how programs operate, etc. through visiting programs, attending training sessions, reading printed materials and viewing videotapes.
- ❖ Become knowledgeable about child abuse and neglect – the incidence, contributing factors, resources available to prevent and intervene, etc. – to ensure ability to articulate the need for CASA.
- ❖ Assist in development and implementation of fundraising plan.
- ❖ Assist in the planning of fundraising events.
- ❖ Gather information about potential funders (i.e. foundations and corporations).
- ❖ Assist in writing of proposals to potential funders.
- ❖ Develop fundraising materials (e.g. annual appeal, newsletter, etc.)
- ❖ Maintain donor records.
- ❖ Staff booths at workplace giving kickoff events.

Requirements:

- ❖ Commitment to CASA mission;
- ❖ Demonstrated ability in performing responsibilities listed above;
- ❖ Honesty, dependability and reliability;
- ❖ Excellent attention to detail, organizational skills, and follow through; and
- ❖ Excellent verbal and written communication skills.

Remuneration/Benefits:

- ❖ Excellent opportunity to develop/demonstrate fundraising skills to further the cause of a nationally-affiliated child advocacy organization;
- ❖ Travel expense reimbursement; student stipend may be available for qualified candidate.