

Development Manager

Job Description

Classification	Full-time, Salaried (Exempt) — 40 hours/week
Reports To	Chief Development Officer
Location	Based in Columbia, Missouri – Boone County; travel within service area required

About Heart of Missouri CASA

Heart of Missouri CASA trains and supports volunteer advocates to uplift the voices of children in the court system who have experienced abuse and neglect. Founded in 2005, we have trained more than 700 volunteers and served over 1,600 children — and we are growing faster than ever.

Over the past eight years, we have more than tripled the number of children we serve and built a high-performing team with deep commitment to the mission. Our three-year strategic plan has an ambitious goal: reach every child in our circuit who needs a CASA advocate by 2030. To support that growth, we are building a new Headquarters and CASA Clubhouse, with occupancy planned for early 2027.

Position Summary

The Development Manager plays a central role in advancing Heart of Missouri CASA’s fundraising goals by managing a portfolio of mid-level donors, leading the planning and execution of signature fundraising events, and supporting broader donor stewardship efforts. This position works closely with the Chief Development Officer and Chief Executive Officer to build and sustain the donor relationships that fuel the organization’s mission.

A key part of this role is actively growing HOM CASA’s donor base at the mid-level. The Development Manager is not only responsible for stewarding existing donors but is expected to identify and cultivate new giving relationships through community presence, networking, and outreach — approaching every event, meeting, and community connection as a potential opportunity to introduce someone new to HOM CASA’s mission.

In addition to core development responsibilities, the Development Manager maintains a visible presence in the Boone and Callaway County communities through networking and relationship-building that increases awareness of CASA and strengthens the organization’s philanthropic profile.

The Ideal Person for This Position

The ideal person for this position is someone who:

- Is energized by people and relationship-building — someone who genuinely enjoys meeting new individuals, learning what they care about, and connecting them to a mission they can believe in. Building relationships is a natural and central part of how they engage professionally.
- Brings demonstrated event management experience — they have planned, coordinated, and executed events before and understand what it takes to bring all the moving pieces together. They are ready to step into event leadership from day one.
- Is comfortable with the long game — donor cultivation and mid-level fundraising require patience, consistency, and follow-through. They understand that relationships built today are investments that pay dividends over time.
- Moves easily between community presence and organizational work — they can represent HOM CASA at a civic breakfast and then spend the afternoon on follow-up, database updates, and event logistics without losing momentum.
- Is mission-driven and brings a genuine desire to connect people to a cause — whether they come with fundraising and donor relations experience or are building those skills, what matters most is the drive, the people instincts, and the commitment to the work.

Essential Duties & Responsibilities

Approximate time allocations reflect a typical distribution of effort and will vary based on organizational calendar, campaigns, and events.

1. Donor Portfolio Management & Pipeline Development (Approximately 40%)

- Manage a portfolio of mid-level donors giving \$1,000–\$4,999 annually, with responsibility for cultivation, solicitation, and stewardship.
- Build and maintain meaningful relationships with portfolio donors through personal outreach, thank-you calls, event invitations, and impact updates.
- Track portfolio activity, donor interactions, and giving history in the donor database; maintain accurate and up-to-date records.
- Identify opportunities to upgrade portfolio donors and flag major gift prospects for the CDO or CEO.
- Actively build the mid-level donor pipeline by identifying and cultivating prospective new donors, both independently through community connections and in coordination with the CDO's broader prospect strategy.
- Approach networking events, community meetings, and civic engagements with a donor acquisition mindset — building genuine relationships with individuals and organizations aligned with HOM CASA's mission.
- Build and maintain a prospect list of individuals and organizations with potential for mid-level giving; share new prospects and community intelligence with the CDO regularly.
- Use LinkedIn and other professional networks intentionally to connect with community members and share HOM CASA's mission and impact.

2. Fundraising Events (Approximately 30%)

- Lead the planning, coordination, and execution of Heart of Missouri CASA's signature fundraising events, including the annual Voices of Columbia event, Cocktails for CASA, and the April Callaway County event.
- Serve as the primary staff lead for event logistics: venue coordination, vendor relationships, timelines, invitations, sponsorships, registration, day-of operations, and post-event follow-up.
- Coordinate event committees and volunteers; work alongside contracted event management support as applicable.
- Bring all major event decisions to the CDO for final approval; implement approved details with precision and professionalism.
- Evaluate event performance after each event and make recommendations for improvement.
- Treat events as pipeline opportunities; ensure attendee lists are captured, new connections are followed up with, and participants are introduced to giving opportunities in donor-centered ways.

3. Donor Stewardship Support (Approximately 15%)

- Support the CDO and CEO in stewarding donors across all giving levels, including preparing acknowledgment materials, impact reports, and personalized donor communications.
- Assist with stewardship touchpoints for major donors managed by the CDO and CEO as needed.
- Contribute to a culture of gratitude and donor care throughout the organization.

4. Community Presence & Awareness (Approximately 10%)

- Attend networking events, civic gatherings, and community meetings in Boone and Callaway Counties to build relationships and raise awareness of Heart of Missouri CASA.
- Represent HOM CASA professionally in community settings; share the organization's mission, impact, and giving opportunities with prospective supporters.
- Identify and cultivate new community relationships that may lead to donor, sponsor, or partner opportunities.
- Seek out and accept opportunities to present or speak about HOM CASA's mission in community settings as a way of building visibility and donor interest.

5. Other (Approximately 5%)

- Participate in staff meetings, development team meetings, and organizational events as needed.
- Perform other duties as assigned to support the mission and development goals of Heart of Missouri CASA.

Required Qualifications

- A proactive, relationship-oriented approach — someone who is energized by meeting new people, building connections, and introducing others to a mission they believe in.
- Demonstrated experience coordinating or managing events, including logistics, vendor relationships, timelines, and day-of execution. This is a core requirement — we need someone who can lead events confidently from day one.
- Strong interpersonal skills and comfort building relationships with donors, volunteers, and community partners.
- Excellent written and verbal communication skills; ability to represent the organization professionally in a variety of settings.
- Strong organizational skills and ability to manage multiple projects and deadlines simultaneously.
- Proficiency with Microsoft Office 365 and comfort using LinkedIn as a professional networking tool.
- Ability to pass a criminal background check.
- Valid driver's license and reliable transportation; ability to travel between Boone and Callaway Counties.

Preferred Qualifications

- Experience in nonprofit development, fundraising, or donor relations.
- Experience managing a donor portfolio or mid-level giving relationships.
- Bachelor's degree in communications, nonprofit management, marketing, business, or a related field; or equivalent education and experience.
- Familiarity with donor databases (e.g., Bloomerang, Raiser's Edge, or similar).
- Knowledge of the Boone and Callaway County philanthropic and civic communities.

Work Environment & Schedule

This position is based primarily in Boone County with occasional travel to Callaway County. The employee will work in an office setting with some remote flexibility. This role includes evening and weekend event attendance throughout the year; total hours will average 40 per week, with schedule flexibility provided around event demands.

Compensation & Benefits

Starting salary range: \$55,000 – \$60,000

Benefits include:

- Comprehensive health benefit through Liberty Family Medicine and Health Access Solutions, including direct primary care, low-cost prescriptions, up to \$4,500 annually in preventive care

reimbursements, \$3,000 in mental health and substance counseling, wellness and nutritional health reimbursements and more.

- Co-op Dental plan through Health Access Solutions — a member-owned cooperative that reimburses 100% of preventive dental expenses and 95% of non-preventive dental care, with no networks and no lifetime maximum. Includes up to \$200 annually toward vision hardware.
- Retirement plan (match up to 3% of salary).
- Generous paid holidays (20 days, including your birthday).
- Paid vacation (10 days, increasing to 15 in 3rd year, 20 in 4th year).
- Paid sick time.
- Paid parental leave.
- Cell phone stipend (\$40/month).
- Flexible work schedule options.
- Mileage reimbursement.

How to Apply

To apply, please submit the following materials to Angela Carson, Chief Development Officer, at hello@homcasa.org or through the [Indeed posting](#). This position will remain open until filled; candidate screening will begin the week of August 3rd.

- Cover letter
- Resume

Our Commitment to Equity & Inclusion

Heart of Missouri CASA is an equal opportunity employer. We are committed to hiring individuals based on merit, qualifications, and alignment with our mission to support children and families in foster care.

We welcome applicants from all backgrounds and value a diversity of professional experiences and life journeys — including, but not limited to, experience in foster care, child advocacy, or trauma-informed systems. While such experiences are not required, they help inform compassionate and effective service delivery.

We make all employment decisions without regard to race, color, religion, sex, national origin, age, disability, or any other legally protected status. Our policies adhere to current federal and state employment laws.

If our mission resonates with you and you believe your skills and experiences can make an impact, we encourage you to apply.

The most significant duties have been included in this description. Other duties may be assigned or modified from time to time. The organization retains the right to update this job description as needed to accurately reflect the duties of the position.