



Job Title:
Education & Fundraising Specialist

Job Description

Job Title: Education & Fundraising Specialist
Reports To: Development Manager
FSLA Status: Non-Exempt (full time)
Prepared Date: October 12, 2022
Revision Date: March 2025
Scheduled Time: Full-time, requires some evenings/weekends

Christine Ann Domestic Abuse Services, Inc is an equal employment opportunity employer

Summary:

The Education & Fundraising Specialist serves as an ambassador for CADASI, building awareness and relationships that support the agency's mission. This role focuses on fostering meaningful community partnerships and supporting fundraising initiatives.

Fundraising & Events - This position will assist in planning and executing the agency's major fundraising events, be the contact for community-sponsored third-party fundraisers, and work alongside the Development Manager to meet key fundraising goals.

Marketing & Communications - Manage CADASI's branding and public image. Ensure consistent messaging and effective dissemination of information. Develop and disseminate CADASI's external and internal communications including presentations, trainings, agency branding, printed collateral, appeals, annual report, e-newsletters, email blasts, and social media.

Community Education & Outreach - Deliver presentations and trainings to educate and engage the public on domestic abuse and dating violence. Represent the agency at community events. Build relationships with community partners to inspire ongoing community involvement.

Essential Duties and Responsibilities:

- Implementing a marketing plan to raise donor and community awareness of domestic abuse and our impact.
- Foster awareness and provide education on domestic abuse through presentations, public speaking engagements, facility tours, and tabling at community events.
- Seek out opportunities to provide the agency's R3 Resource (Recognize, Respond, Refer) training to local businesses and community organizations.
- Continually develop and foster partnerships with businesses, service organizations and community agencies in Green Lake and Winnebago Counties.
- Communicate a positive public image by managing the consistency and dissemination of information on the agency's behalf, with input from other teams.
- Maximize website (WordPress) and social media presence (Facebook, Instagram, TikTok, etc.) with engaging content.



- Design and distribute appeals, annual community impact report, e-newsletter, printed collateral, event signage, social media posts, and other marketing materials.
- Work closely with the Development Manager to execute fund development goals, programs and plans in alignment with the agency's strategic plan.
- Develop and manage timelines for various fundraising activities to ensure strategic plans and critical fundraising processes are carried out in a timely manner
- Assist in the planning and execution of agency fundraising events as specified in the fund development plan to generate funds for the organization
 - Men Who Cook
 - Purse Bingo
 - Dine Out Against Domestic Abuse
- Seek out and be the agency contact for third-party fundraisers, providing support as needed to community partners (creation of materials, presence at event, photo ops, donation pick-up/drop-off).
- Support onboarding of new employees in collaboration with other staff
 - Design new employee welcome materials – "About Me" graphic, business cards and nametag, templates for onboarding education

This position is also responsible for additional job duties as assigned.

- Each CADASI team member is asked to provide shelter on-call support on a rotating schedule.

Supervisory responsibilities

- This job requires no supervision of staff, however on-call coverage, as described in *General other duties*, is asked of each CADASI team member.

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 / Experience

- Bachelor's degree in marketing, communications, public relations, journalism, English, human services, or similar degree, or equivalent experience.
- Proven success in event planning and execution.
- Understanding of domestic violence preferred; but training will be provided.
- Experience in public speaking presentations and trainings to groups of all sizes and types.
- Experience with diverse populations.
- Experience in WordPress, Canva, Adobe, and Microsoft Office including Teams, Word, Excel, PowerPoint, and Publisher.



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- Experience and creativity in social media communication, particularly Facebook, Instagram and TikTok. Samples of work may be requested.

Skills and Abilities

- Must be a creative problem solver and a strategic thinker – able to work under pressure.
- Demonstrates exceptional communication and interpersonal skills.
- Highly organized – self-motivated with strong attention to detail.
- Ability to work independently and in collaboration with team members across the agency.
- Strong communication skills, both written and oral.
- Willingness to work flexible hours (some nights and weekends are required for events).
- Must uphold all confidentiality policies.

Certificates, Licenses, Registrations

- Valid driver's license, car and adequate insurance required.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Independently enter and move within buildings – walk staircases many times per day
- Lift and move supplies and donations-approximately 25 pounds
- Drive an automobile
- Majority of work will be performed at Christine Ann Domestic Abuse Services - Oshkosh location, with occasional work occurring at satellite offices in Menasha and Green Lake, and other offsite locations for events.
- Driving throughout Winnebago and Green Lake counties to deliver presentations and distributing marketing materials.
- Opportunity for occasional work from home opportunities (determined with supervisor).



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Acknowledgement:

This job description describes the general nature and skills/experience required of this position. The “Duties and Responsibilities” describe those functions considered essential to the position. This description does not state or imply that these are the only duties and responsibilities assigned to the position. Employees may be required to perform other position-related duties as requested by their supervisor or the Executive Director. All requirements are subject to change at the discretion of the Executive Director.

I have read and understand all the above position description. I have reviewed the duties I am responsible for, as well as the minimum requirements for this position, with my supervisor. I understand that this document does not create an employment contract between myself and Christine Ann Domestic Abuse Services, Inc. I also understand that I may at any time terminate my employment relationship with Christine Ann Domestic Abuse Services, Inc., and conversely, I understand that Christine Ann Domestic Abuse Services, Inc. is an at will employer.

Employee’s Signature

Date

Supervisor’s Signature

Date