

Position: Grants and Communications Specialist
Supervisor: Executive Director
FLSA Classification: Exempt
Hours: 40 hours per week



About the Position: The Grants and Communication Specialist is responsible for providing engaging, consistent and compelling messaging for the organization. Working in a strong collaborative environment, emphasis will be on increasing visibility and support for the organization's mission and programs as well as growing the organization's presence in communities of DuPage County. With a goal of expanding the engagement and diversity of community members connected to the CASA mission, as demonstrated through new and renewed grant commitments, increased community awareness and volunteer recruitment.

Responsibilities:

- Maintain a communication and grants calendar of all relevant deadlines for LOIs, proposals, reports
- Develop and implement a comprehensive communications strategy
- Researching, writing, and managing foundation, corporate, and community grants
- Identify and develop strategies to optimize the grants administration process.
- Manage a portfolio of grants including writing organized and compelling proposals and reports
- Prepare organizational documents for funder submission and draft donor communication.
- Maintain a positive relationship with funders, board members, and other stakeholders
- Research and source new grant opportunities
- Create promotional materials including brochures, reports, case statements and other publications
- Understand the objectives, programs, and financial needs of CASA
- Coordinate with program professionals to gather success stories, testimonials, and other impactful content to showcase the organization's achievements.
- Create compelling content for e-newsletter, social media, press releases and other external communications website

Qualifications: Bachelor's degree in communication, English, marketing or related field - 2-5 years of grant writing and/or communication experience preferred - Motivated self-starter with excellent organizational and writing skills - Strong attention to detail and ability to meet deadlines - Project management skills – Experience in using communication tools and platforms, including social media, content management systems, and email marketing software.

Salary and Benefits: Salary will be commensurate with experience and the level of training required for candidate. CASA of DuPage County offers generous benefits including health insurance, retirement plan match, flexible time off and hybrid work environment. Qualified candidates please send resume and writing sample to stacie@dupagecasa.org.