



## Development AmeriCorps\*VISTA Member

### Service Position Summary

Serve on external relations team by providing capacity building support on fundraising initiatives. Projects include: event planning, writing for grant proposals and letters, maintaining a grants calendar, conducting Internet donor research, and soliciting in-kind donations from local businesses. Reports to External Relations Team.

### Essential Functions

- Communicate with donors, foundation contacts and local business representatives either through phone or email
- Produce, analyze and interpret fundraising data using Microsoft Excel & donor database
- Create written individual donor solicitations, thank you letters, general correspondence and grant proposals using Microsoft Word
- Coordinate quarterly donor mailings, including merging donor information from Microsoft Excel into Microsoft Word and stuffing, stamping, sealing and hand addressing mailings.
- Research, interpret and communicate information about prospective and existing individual, corporate and foundation donors using grants database, paper files, donor database and the Internet
- Manage calendar of grant and report deadlines using Microsoft Excel & donor database
- Participate in weekly meetings and trainings; including periodic external trainings
- Frequent printer, copier, mail meter, and fax machine use

### Marginal Functions

- Assist in student recruitment (generating visibility, leading information sessions at partner high schools, collecting applications, conducting interviews, and tracking data)
- Assist with AmeriCorps recruitment (generating visibility on college campuses, tabling, speaking to college classes)
- Serve as a substitute in junior and senior class sessions
- Supervise 9<sup>th</sup> and 10<sup>th</sup> grade workshops at partner high schools
- Chaperone campus visits, college fairs, and other events for students
- Assist with other organizational tasks as requested; i.e. delivering materials to Board or foundation contacts, working with the media, leading trainings for other AmeriCorps members, etc.

### Requirements

College degree required. Strong interest in fundraising, education, youth work, social services, or related fields. Comfort working with individuals from a variety of backgrounds. Demonstrated commitment to public service and social justice. Excellent leadership and written and oral communication skills. Outstanding organization and time management abilities. Able to multi-task, manage multiple deadlines, and handle potentially stressful situations with maturity in a fast-paced environment. Capable of working independently and with others. Access to reliable transportation required.

*AmeriCorps is committed to engaging individuals without regard to disability, gender, race, religion or sexual orientation. Reasonable accommodations provided upon request to qualified individuals. If you feel you need an accommodation, please notify Admission Possible.*