

VISTA Assignment Description

AmeriCorps VISTA – Donor and Volunteer Engagement Associate

The Donor and Volunteer Engagement Associate VISTA will support fund development including grant writing, building brand awareness, and engaging individuals in the work of Colorado Youth for a Change. This position will lead efforts to identify volunteer and engagement opportunities in partnership with staff members and will help recruit community members to get more involved through these opportunities.

Major Responsibilities

- Develop a sustainable plan for recruiting and retaining volunteers – both individuals and corporations
- Work closely with program staff to identify volunteer opportunities that support Colorado Youth for a Change, and create a sustainable training based on varying levels of involvement
- Leverage digital marketing assets to promote the work of Colorado Youth for a Change and to boost community involvement
- Conduct volunteer and engagement evaluation in order to identify what is resonating and where there are areas for improvement
- Implement system for tracking volunteer hours and communicating with volunteers through eTapestry donor database
- Research prospective national and statewide funders in order to build a comprehensive funding strategy
- Prepare grant applications and reports
- Identify immediate and long-term funding sources for specific projects and programs

Qualifications

- Strong interpersonal skills
- Excellent communications, writing and editing skills
- Task oriented and deadline driven
- Highly organized with strong attention to detail
- Demonstrated ability in relationship building and community outreach
- Tact, diplomacy and ability to work as part of a diverse team
- Understanding of the nonprofit sector and volunteerism
- Access to reliable transportation and the ability to travel throughout the region

Supervision: The Donor and Volunteer Engagement Associate will be based in CYC's Denver office and will be supervised by the Director of Development and Donor Engagement.

AmeriCorps VISTA: This position will be filled by an AmeriCorps*VISTA member. To qualify for AmeriCorps*VISTA, you must be a U.S. citizen, U.S. national, or lawful permanent resident, be team-oriented, and be willing to take on a wide range of challenges. Once chosen for this position, if not already a VISTA member, you must go through the necessary paperwork to become a VISTA member.

Program Benefits: Childcare assistance if eligible, Choice of Education Award (\$5,815) or End of Service Stipend (\$1,800) upon successful completion of service, Health Coverage, Relocation Assistance, Living Allowance (\$1,222/month), Professional Development, Training, Laptop and cellphone to use during your term.

Service Term: January 22, 2019 – January 22, 2020
Hour Requirement: 40 hours per week