



## VISTA Assignment Description

### AmeriCorps VISTA – Development and Database Associate

The Development and Database VISTA will support fund development by helping build capacity through the Customer Relationship Management (CRM) system. This position will interface with other leaders across the organization to help create a system that allows Colorado Youth for a Change to better track, communicate, and share relationships with all stakeholders. This position will also help identify sources of revenue through grant research, writing, and the solicitation of corporate and in-kind support.

### Major Responsibilities

#### Database Support

Help transition Customer Relationship Management (CRM) system to Salesforce in order to build capacity around relationship tracking and communication to stakeholders

- Partner with Development Director to build out audience segments and donor interest groups in order to create more targeted communications (includes research of best practices in the field)
- Partner with Program Directors to build out school and district segments in order to track relationships better
- Partner with Grants Manager to build out foundation segments, solicitations, and reports in order to track funding and relationships
- Help export data from eTapestry and develop necessary lists, communications, and reports
- Support in the development of staff training and resources for secondary users

#### General Development Support

Identify immediate and long-term funding sources for specific projects and programs

- Research potential corporate and foundation funders based on emerging organization needs and special programs or events
- Help to write and submit grants based on research
- Target companies that provide in-kind donations to support CYC signature event and build referral list for ongoing partnerships

#### 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 Development and Database VISTA AmeriCorps member will be based in CYC's Denver office and will be supervised by the Director of Development.

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 (\$6,095) or End of Service Stipend (\$1,800) upon successful completion of service, Health Coverage, Relocation Assistance, Living Allowance (\$1,389 per month), Professional Development, Training, Laptop and cellphone to use during your term.

Service Term: January 19, 2021-January 18, 2022

Hour Requirement: 40 hours per week