

# **Fund Development and Volunteer Recruitment Specialist VISTA**

As the Fund Development and Volunteer Recruitment VISTA you will develop strategies to make our organization more effective in the work we do. Under the supervision of the Executive Director, our VISTA will work on developing and executing fund development strategies. By cultivating substantial relationships with foundations and donors, by maximizing our manpower through leveraging volunteers and our networks within the arts and small business communities, you'll have the unique opportunity to take our organization's impact to the next level while. This position will give you hands on experience on developing creative strategies to steer our award winning nonprofit towards sustainability.

## **Primary Responsibilities**

### **Development of Grants Calendar (20%)**

- Identify grants for AEDS to apply for.
- Create a calendar of grants for AEDS, which will include deadlines, foundation program officer names and contacts, and estimated research and prep time depending on the rigor of the grant.
- Create a system to categorize the types of grants.
- Evaluate and adjust usability of grants calendar by designing and monitoring a feedback survey template for AEDS grant writers to provide feedback.

### **Fund Development Planning (30%)**

- Design fund development plan based on previous work and materials.
- Establish annual fundraising plan.
- Develop individual giving program.
- Coordinate the development of donor database, campaign, development of market.
- Develop templates for letters of inquiries and thank you letters.

### **Event Planning (20%)**

- Plan and implement an annual fundraising event and program development.

### **Volunteer Recruitment (20%)**

- Develop volunteer policy manual.
- Create job description for the volunteers' responsibilities.
- Research other volunteer recruitment, training and orientation manual.

- Develop recruitment, training and orientation manual
- Supervise volunteers

## **Secondary Responsibilities**

### **Admin duties (10%)**

- Attend & help with prep during AEDS events
- Tabling on behalf of AEDS at colleges/ community events
- Answer phones and support larger AEDS office staff
- Attend AEDS staff meetings

## **Qualifications**

### **Required**

- Strong understanding of or willingness to learn the cultural diversity of African Immigrant communities within the Twin Cities.
- 1 year experience in community outreach, public relations, event planning, fund development or related fields
- Advanced PC skills and proficiency in Microsoft Office Suite
- Desire to work as part of a team and willingness to promote the principles and views of AEDS
- Ability to work with minimal supervision – self-motivated & confident
- Ability to handle multiple projects simultaneously.
- Ability to work well with people from all backgrounds with varying degrees of experience; must enjoy working with people from diverse backgrounds.
- Ability to inspire, train, motivate, challenge, and supervise volunteers.
- Confident public speaking and able to express ideas verbally and in writing

### **Preferred**

- Ability to speak African languages
- Experience with or has established contacts within Twin Cities African Immigrant communities
- Bachelors Degree
- Advanced Knowledge of Excel and Access
- Experience building or using a Customer Relations Management system
- Some Professional development and fund raising experience

## **Working Conditions**

- Occasionally travel (5%)
- Some evening and weekend
- Standing, bending, sitting, kneeling, and some lifting

## **Benefits**

Our VISTA will be a part of the Minnesota Council of Nonprofits (MCN) AmeriCorps VISTA program. In addition to the usual VISTA benefits (Relocation allowance, education award upon Successful completion of service, stipend, childcare assistance if eligible, choice of education award or end of service stipend, health coverage, and a living allowance), our Vista will have the opportunity to receive the following benefits from the MCN VISTA program:

- **On-site orientation** with your cohort to prepare you for your specific role.
- **72 hours of training** through six full-day and six half-day professional development retreats.
- **Access to MCN's six conferences** on finance, technology and communications, leadership, fundraising and essentials of nonprofit management. Together, these conferences are valued upwards of \$1,000.
- \$300 in funds for additional **self-selected learning opportunities**.
- Access to more than **60 MCN-hosted workshops** at a reduced rate.
- **Professional experience** and connections made at individual host sites.
- **A supportive peer-learning experience** in a cohort of 20 National Service members

To Apply [Click here](#) or visit the MCN VISTA Program [Website](#)

**Applications due by May 13, 2016**

## **Contact**

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