

Position Title: Independence Grants AmeriCorps VISTA

Position Description:

The Corporation for National and Community Service has a placement for a VISTA service member at FosterAdopt Connect in Independence, Missouri. The AmeriCorps VISTA member will support the mission of FosterAdopt Connect by increasing the capacity and effectiveness of programs supporting foster children and families through grant writing, researching grants, and program evaluation activities.

**By accepting this position you will be required to become a member of the AmeriCorps VISTA Program; a stipend for this placement will be made by the Corporation for National and Community Service.**

**VISTA Member Responsibilities:**

- Learn primary methods for grant research and grant calendar development.
  - Research opportunities and recent award recipients using online databases and public resources. Collected data is analyzed with the grant coordinator to identify potential opportunities for future grants/contracts.
  - Data mine other agency's publications, tax filings and websites for award information and details of awards/contracts. Collected data is analyzed with grant coordinator and adds to potential target list
  - Use decision matrix and other assessment methods to grade opportunities according to strategic benefit and potential for return – use this data to create a 1-year grant calendar.
- Learn primary communication tools and methodology used in program evaluation and promotion.
  - Review existing logic models with program staff and determine if each model contains a realistic evaluation plan. Develop new evaluation plans and update plans for out-of-date logic models.
  - Working with program and operations staff, develop a logic model for one new service launched in 2020.
  - Use logic model and outcome data to draft an agency-wide Theory of Change.
- Learn process of developing and submitting a competitive grant request.
  - Under supervision of grant coordinator, work with finance staff to develop a budget for a new programs or a program expansion project.
  - Work directly with program and operations staff to develop implementation plan for new program or program expansion; including the primary elements of typical grant proposals (objectives, timelines, budgets, outcomes/logic models, evaluation plans, partnerships and other elements).
  - Assist with capital campaign reporting duties
  - Develop and submit a grant application to an institutional grantor (foundation or government entity) in a competitive grant cycle.

**Qualifications:**

Bachelor's degree and/or 1 year of experience in nonprofit fundraising, grant writing, sales, and/or research. Qualified applicants need the ability to work independently and with a team, experience with

data entry, excellent verbal and written communication skills, ability to multitask and prioritize tasks.  
Need access to reliable transportation.

**Program Benefits:**

Living Allowance, Choice of Education Award or End of Service Stipend, Training, Relocation Allowance,  
Education award upon successful completion of service, Health Coverage\*

\*For details about AmeriCorps VISTA healthcare benefits, please visit:

<http://www.vistacampus.gov/healthcare>

**Terms:**

Permits working at another job during off hours, Permits attendance at school during off hours, Car  
recommended

Contact: Mike Othic [mike@fosteradopt.org](mailto:mike@fosteradopt.org)

SOL:

Are you interested in joining an innovative out of the box thinking organization that improves the lives of foster children? This VISTA position will focus on grant writing and program evaluation.

FosterAdopt Connect's mission is to provide foster and adoptive children a stable, loving, and nurturing family environment by providing support and advocacy for abused and neglected children and the families caring for them. Founded in 2000, FosterAdopt Connect has consistently met the needs of the foster/adoptive community providing programs and services that support and advocate for families. This position is located in Independence, Missouri and serves the Kansas City Metro area. The Grants VISTA will have duties related to grant writing, researching grants, and program evaluation.

Learn primary methods for grant research and grant calendar development. Learn primary communication tools and methodology used in program evaluation and promotion. Learn process of developing and submitting a competitive grant request.

Qualifications: Bachelor's degree and/or 1 year of experience in nonprofit fundraising, grant writing, and/or research. Qualified applicants need the ability to work independently and with a team, experience with data entry, excellent verbal and written communication skills, ability to multitask and prioritize tasks. Need access to reliable transportation.

Skills: Communications, fundraising, grant writing, computers/technology, public speaking, writing/editing, recruitment, teamwork, general skills

Service area: children youth

For more information or to apply contact Marina Olson at [marina@fosteradopt.org](mailto:marina@fosteradopt.org).