

Position Title: Kansas Grants and Development AmeriCorps VISTA

Position Description:

The Corporation for National and Community Service has a placement for a VISTA service member at FosterAdopt Connect in Lenexa, Kansas. 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, fundraising, and marketing 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:

- Research effective donor tracking and cultivation strategies. Implement protocols and start tracking donor communications.
 - Develop and implement a donor outreach plan to attract new donor
 - Develop relationships with current and new donors
- Assist with implementation of annual appeals, major donors, grants, corporate appeals and special events.
 - Research new grant opportunities
 - Submit grant proposals
 - Assist with the planning and execution of special events
- Develop a new sustainable revenue source that will provide ongoing funding to support at least one Kansas program.
 - Research sustainable revenue sources available to support FosterAdopt Connect programs in Kansas
 - Create funding materials
 - Grow social media coverage in Kansas

Qualifications:

Bachelor's degree and/or 3 years of experience in nonprofit fundraising, grant writing, advertising, and/or community organizing. 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, and knowledge of social media tools. 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: Joni Hiatt joni@fosteradopt.org 913-375-2533

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 fundraising, grant writing and networking

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 Lenexa, Kansas and serves the Kansas City Metro area. The Development and Grant VISTA performs duties related to fundraising, marketing, public relations, and grants. This position will be involved with stewardship activities, and relationship management.

Research effective donor tracking and cultivation strategies. Implement protocols and start tracking donor communications. Assist with implementation of annual appeals, major donors, grants, corporate appeals and special events. Develop a new sustainable revenue source that will provide ongoing funding to support at least one Kansas program (Extreme Recruitment, 30 Days to Family, Community Connections Youth Project).

Qualifications: Bachelor's degree and/or 3 years of experience in nonprofit fundraising, grant writing, advertising, and/or community organizing. 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, and knowledge of social media tools. Need access to reliable transportation.

Skills: Communications, community organization, 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.