

Position Title: Poplar Bluff Development AmeriCorps VISTA

Position Description:

The Corporation for National and Community Service has a placement for a VISTA service member at FosterAdopt Connect in Poplar Bluff, 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, 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:

- Promote organization through targeted outreach and professional networking.
 - Grow social media avenues, focusing on visibility outreach and actionable engagement.
 - Liaise with key business partners, cultivate new sponsor relationships.
 - Plan, organize, execute events community events.
 - Assist with creation of print materials in coordination with Marketing and Communications Director.
 - Develop, strategy for volunteer recruitment and retention.
- Develop current donor relation processes at FosterAdopt Connect Poplar Bluff and create procedures for identifying, tracking, maintaining, and following up with the new and current donors.
 - Research effective donor tracking and cultivation strategies. Train in Donor Perfect or current donor tracking program.
 - Develop protocols and procedures for donor tracking and strategies for donor cultivation.
 - Generate template acknowledgement letters and other donor communication language.
- Research and develop resources to increase revenue support for FosterAdopt Connect programs through grants, fundraising events, donor cultivation.
 - Research new grant opportunities
 - Write and submit grant proposals
 - Assist with planning and executing fundraising events.

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: Mary Haldeman maryh@fosteradopt.org

SOL:

Are you interested in joining an innovative, out of the box thinking organization that improves the lives of foster children? FosterAdopt Connect is seeking a Development VISTA in Poplar Bluff, MO.

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. FosterAdopt Connect has been recognized locally, regionally and nationally by the child welfare community for its innovative and responsive programs and services. These services are designed to fill the gaps of the child welfare system. The Poplar Bluff Development VISTA performs duties related to community networking, fundraising, marketing, public relations, and grants. This position is located in Poplar Bluff, Missouri.

Promote organization through targeted outreach and professional networking. Develop current donor relation processes at FosterAdopt Connect Poplar Bluff and create procedures for identifying, tracking, maintaining, and following up with the new and current donors. Research and develop resources to increase revenue support for FosterAdopt Connect programs through grants, fundraising events, donor cultivation. As a result of this VISTA member's service, FosterAdopt Connect will increase its capacity to provide programs to children and families involved in child welfare.

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