

Fundraising & Community Outreach VISTA

Inland Empire United Way is a leading nonprofit organization devoted to strengthening the Inland Empire by investing in the lives and futures of those in need. By operating several direct service programs and collaborating with a network of strong community partners, IEUW seeks to build brighter futures for youth and families in the areas of education, health, and financial stability. IEUW seeks talented, motivated team members and volunteers who are passionate about improving our community and who are looking to be part of a dynamic team working to make EPIC changes in the Inland Empire.

Program Description

Inland Empire United Way is committed to engaging the community to improve the lives and futures of those in need by strategically investing in education, health and financial stability. The Resource Development department supports all activities surrounding fundraising, community awareness and engagement.

Position Overview

Under the direction of the Director of Development, the Fundraising & Community Outreach VISTA will be responsible for expanding and diversifying financial resources for Inland Empire United Way. This position will coordinate fundraising campaigns, manage in-kind donation requests and support other fundraising activities throughout the year. The VISTA will work to expand the community's knowledge about IEUW by supporting marketing efforts and attending community events. This position upholds all requirements set forth by the AmeriCorps VISTA program.

Essential Functions

- Coordinate the United for Kids child sponsorship program; reach out to school district for quarterly communication; maintain list of students and donors
- Attend community events and activities; serve as an ambassador for IEUW
- Manage tracking system for organization-wide, in-kind donation requests; submit in-kind donation requests for events
- Help to develop, maintain, and grow PR and social media campaigns to spread awareness of IEUW activities, programs, and supporters
- Attend on-site and off-site events to gather and develop relevant content for PR and social media campaigns
- Help with content cultivation, graphic design, photography, video, interviews, and writing/editing stories to actively engage and educate our community and support the efforts of PR and social media campaigns
- Develop relevant content topics to reach IEUW's target clients/customers
- Assist with PR and social media campaign calendar creation to help promote timely, relevant content
- Seek out and engage key influencers to partner with and promote relevant content
- Assist with real-time social media interaction during events
- Assist with the organization, planning and execution of IEUW special events

- Create a fundraising policies and procedures manual for continuation of VISTA program
- Other duties as assigned

Benefits

- Extensive professional development
- Living stipend (VISTA bi-weekly living allowance of \$509.88)
- Healthcare benefits provided through VISTA
- Education Award equivalent to full Pell Grant amount at time of service

Qualifications

- Bachelor's degree in Business/Marketing or related field or 2 years professional experience and/or equivalent of education and experience
- Comfortable speaking in public and working with diverse audiences
- Skillful in building, renewing and maintaining relationships with individuals, community groups, agencies, organizations, businesses and institutions
- Experience and skill in sales/marketing, fundraising, creating special events and project management
- Enthusiastic and outgoing
- Strong computer skills; proficiency in a Windows operating system
- Excellent verbal/written communication and presentation skills
- Must clear a National Sex Offender Public Website Database search
- Must follow the AmeriCorps Code of Conduct while serving
- Able to create positive relationships with site staff
- Able to work independently and as a member of a team
- Strong organizational skills and able to effectively multi-tasks
- Possess leadership and interpersonal skills to work effectively with team members
- Able to problem-solve and approach situations creatively
- Must have reliable transportation, a valid California driver's License and the minimum personal liability insurance coverage required under California law and IEUW insurance carriers

Physical Requirements

Must be physically able to operate a variety of machinery, including communications and office machines such as computers, calculators, facsimile, copiers, etc. Must be able to lift/move objects to 25 lbs. Sedentary work involves mostly sitting, but may require the ability to stand, stoop, or squat for various periods of time. Visual acuity and manual dexterity required for typing and computer use.

If interested, please visit my.americorps.gov to create a profile and apply. For further information, contact Alyssa Cotter at acotter@ieuw.org.

***This is a full-time, 12-month volunteer term of service from August 2018 to August 2019.
Some weekends and evenings are required.***