

Resource Development Support 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 Resource Development Support VISTA will be responsible for improving aspects of the donor stewardship process at Inland Empire United Way by improving donor database information and processing timely thank you letters. This position will also draft and submit grant proposals to support fundraising activities throughout the year. This position upholds all requirements set forth by the AmeriCorps VISTA program.

Essential Functions

- Assist with the improvement of donor details in the donor database by researching and verifying accurate information
- Assist with the processing of weekly thank you letters
- Maintain accurate and complete records on assigned accounts, reflecting changes in key personnel, company contacts and frequency of communications in the database
- Research and identify grant funding sources; write and submit grant proposals
- Provide updated reports as requested (number of new companies, number of grants submitted, etc.)
- Assist with the organization, planning and execution of IEUW special events
- Create 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

- 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.***