



AmeriCorps VISTA – Resource Development Position Description

Maumee Valley Habitat for Humanity, in partnership with HFHI VISTA Service, is seeking a full-time Resource Development VISTA for the 2015-2016 Program Year.

Reporting to the Development Director, this AmeriCorps VISTA will join with our resource development team committed to providing resources necessary to increase the number of families our affiliate serves through our Homeownership new builds and rehabs and our two repair programs, Home Repair Ministry (HRM) and A Brush With Kindness (ABWK).

Responsibilities of the Position:

- Research the existing resource development practices at the site and explore what aspects need improvement.
- Develop document and implement a gift-in-kind donation plan, including targeting local building materials suppliers, licensed contractors, local unions, and other business owners.
- Research, utilize, establish, evaluate, and modify as needed donor tracking data system and train staff and volunteers on these processes and tools.
- Research, utilize, establish, evaluate, and modify as needed donor engagement and recognition.
- Research fundraising opportunities including individuals, corporations, faith communities, foundations, special events, peer-to-peer funding, grants, etc.
- Develop and document a calendar of cultivation events and opportunities as well as a planning timeline for each.
- Develop and document cultivation and event marketing materials as needed. Incorporate the 2015 Marketing Plan in materials. With direction, create templates that will be used in the future.
- Attend and participate in select affiliate events.
- Attend AmeriCorps National events: National Service Leadership Conference (fall) and Build-a-Thon (spring).
- Complete required reports and records for AmeriNational VISTA Members on time.

Education, Experience, Knowledge and Skills required for this position

- Bachelor's degree in business management or communications or related fundraising experience preferred.
- Valid Driver's License and ability to meet insurance requirements; a personal vehicle is required. Approved service-related mileage (beyond commuting to and from service) will be reimbursed per the affiliate's policy.
- Experience with Microsoft Word/Excel/Outlook, PowerPoint and Google Apps (mail, calendar) preferred.
- Detail oriented and highly organized.
- Strong written and verbal communication skills.
- Public speaking experience preferred.
- Marketing experience is highly desirable.
- Ability to work with a diverse group of people.
- Experience working as a member of a team.
- Knowledge of, and willingness to promote, the mission and activities of Habitat for Humanity and AmeriCorps.

Physical requirements

- Ability to sit at a desk and computer for extended periods of time.
- About 20% of this position requires outreach in the community, including visiting buildings and homes that may have stairs, as well as serving on project sites that might have uneven terrain.

Benefits of Service

- The AmeriCorps VISTA direct living allowance up to \$ 11,676
- Education award - \$ 5,730 or a cash stipend of \$1,500 upon successful completion of service
- Personal and sick leave
- Health care plan
- Student Loan Forbearance (if eligible – Go to AmeriCorps.gov website to see if your loan would qualify)
- Child care assistance (if eligible)

To apply, go to [Maumee Valley Habitat for Humanity - Resource Development VISTA](#). Application is to the AmeriCorp service program with Habitat for Humanity International and requires a resume and cover letter/motivational statement.