



Job Description

Position Title: Fund Development VISTA	Classification: Full-time, Non-Exempt
Department: Programs	Supervises: 0
Supervisor: Executive Director	Date last revised: November 13, 2023

Organizational Overview: Big Brothers Big Sisters of Central Arkansas is seeking a motivated and passionate individual to join our team as a Fund Development VISTA. As a key member of our organization, the Fund Development VISTA will play a crucial role in supporting and expanding our fundraising efforts. The successful candidate will work closely with the Executive Director to build sustainable systems, engage donors, and increase the organization's capacity to serve the community.

Essential Service Function: Join our team at Big Brothers Big Sisters of Central Arkansas as a Fund Development VISTA, where you'll play a pivotal role in expanding our fundraising capacity. This position involves grant writing and research, donor engagement, database management, and supporting fundraising campaigns. As a key member of the Fund Development team, you will contribute to community outreach efforts, represent the organization at events, and build essential partnerships. This role requires a bachelor's degree, strong communication skills, and the ability to work both independently and collaboratively. If you're passionate about making a positive impact and want to contribute to the growth of our organization, we invite you to apply. This position is part of the AmeriCorps VISTA program, offering valuable experience and benefits.

JOB RESPONSIBILITIES:

- Identify new donor cultivation opportunities, partnerships, and funding opportunities.
- Research potential funding and partnership opportunities, document information and keep records in donor database and grants management systems.
- Coordinate donor cultivation, stewardship, engagement, and appreciation activities and efforts.
- Develop alumni engagement activities.
- Implement donor surveys; collect donor and volunteer testimonials.
- Improve donor stewardship, support event planning and outreach
- Coordinate I donor and alumni engagement events.
- Aid in proposal drafting.

Requirements:

- Be able to serve full-time hours weekly for one year
- Participants must be at least 17 years of age at the start of the service term
- Must be a citizen, national, or lawful permanent resident of the United States
- Must be a high school graduate, GED recipient, or working towards attaining a high school diploma or GED during the term of service

- Must satisfy the National Service Criminal History Check criteria, and pass child and adult maltreatment registry checks, sex offender registry checks, and a pre-employment drug screen

Benefits & Perks

- Living Allowance of \$22,819.16 over the year of service
- \$7,395 Segal Education Award at the end of a successful service term
- Healthcare coverage
- Student loan forbearance
- Employee Assistance Program
- Time off

How to Apply:

Please submit a resume and cover letter to jmerriweather@bbbsca.org. Big Brothers Big Sisters of Central Arkansas is an equal opportunity employer.

Note: This position is a part of the AmeriCorps VISTA program, and candidates must meet the eligibility requirements outlined by AmeriCorps VISTA. AmeriCorps VISTA members receive a living allowance and other benefits during their service term. For more information on AmeriCorps VISTA, visit <https://americorps.gov/serve/americorps/americorps-vista>.