Development Associate
AmeriCorps VISTA

You are looking for:

- A company culture that supports and encourages its employees to seek out professional development opportunities and will work to facilitate their participation in them
- Coworkers with energy, enthusiasm, and respect for their fellow team members
- A position that functions as an ideal stepping stone to a career in development or other nonprofit work
- An avenue to pay off college debt or future education
- A nonprofit that believes that youth service can change the world

YVC needs someone with:

- An excellent ability to write persuasively
- Strong research and editing skills
- A sense of urgency that drives organization, prioritization, and reliability
- A friendly communication style that creates connection to people from a variety of backgrounds
- The ability to think creatively and strategically to solve problems
- A desire to empower others and leverage their strengths for team success

This full-time, 12-month AmeriCorps VISTA position could be right for you! Strong skills are needed, but experience isn’t required; training and resources will be provided. VISTA members receive professional development and experience, but opportunities for future employment aren’t guaranteed. Multiple positions are available at YVC, and candidates may apply for more than one position.

“YVC staff value the work that we’re doing and want us to succeed. I’ve only been here a couple of months and feel like I’ve learned more here than I would have three years at a different job.” – Sydney, previous AmeriCorps VISTA Fund Development Coordinator at YVC

Check out this short video to learn about VISTA service at YVC!

Primary Duties & Responsibilities:

Regional and National Development

- Create new funding strategies, support our affiliate network, and work with the Director of Development to build relationships with donors.
- Seek corporate sponsorships, partnerships, and donations
- Develop and implement appeals for individual donors
- Research and pursue local and national funding opportunities, including writing letters of support, grant applications, and proposals as needed

Donor Stewardship

- Provide project updates to funders
- Ensure proper acknowledgement and appreciation of funders
- Provide internal support for YVC fundraising efforts

YVC Mission Advancement and AmeriCorps VISTA Outcomes

- Develop resources for the YVC network
- Provide support for annual youth summit (annual summit will be held in NYC in 2021)
• Provide event planning support to YVC team
• Support YVC’s aim to eradicate poverty through VISTA service

Minimum qualifications:
• Be a U.S. citizen or a U.S. permanent resident
• Pass all background checks
• Bachelor’s degree preferred; equivalent experience may be considered
• Experience with Microsoft Office programs (Word, Excel, PowerPoint, Outlook)

AmeriCorps VISTA Member Compensation:
▪ A living allowance of $472.22 is provided every two weeks.
▪ Upon completion of 12-month term, CNCS provides a $6,095 Education Award for college loans or future education expenses. Those with no loans or plans for future education may elect to receive a smaller cash stipend of $1,800, in lieu of the Education Award.

Additional AmeriCorps VISTA Member Benefits:
▪ $200 housing reimbursement at the end of each month
▪ Up to $150 mileage reimbursement at the end of each month for members who commute <30+ miles from YVCHQ office
▪ 10 vacation days and 10 sick days
▪ Professional development opportunities
▪ Relocation or settling-in allowance (if moving 50+ miles for service)
▪ Federal student loan forbearance and deferment
▪ Healthcare, childcare, and other benefits available

Youth Volunteer Corps (YVC) is headquartered in Kansas City, with service programs for young people ages 11-18 in the U.S. and Canada. We create volunteer opportunities to address community needs and to inspire youth for a lifetime commitment to service. Since 1987, YVC has engaged over 300,000 youth volunteers in over 5 million hours of service to their communities—**and we want more!**

| VISTA members begin on predetermined orientation dates and will be hired approximately 3 weeks prior to their start date. Upcoming orientation dates are: March 16, April 13, and May 11 |

Please send your resume and cover letter to Chelan David at cdavid@yvc.org. Please highlight specific experience and explain why this position interests you. Applications will be accepted and reviewed on a rolling basis until candidates are placed.