



AmeriCorps VISTA – Donor and Volunteer Engagement Associate

Community Resource Center (CRC), headquartered in Denver, Colorado is a statewide nonprofit management support organization providing low-cost, high-quality programs, resources and networking opportunities to hundreds of nonprofits throughout the state to strengthen Colorado communities.

The Donor and Volunteer Engagement Associate VISTA will support fund development, individual donor cultivation, and the [Service Enterprise](#) certification process at Community Resource Center. [The Service Enterprise Initiative](#) is a change management program that helps organizations like CRC better meet their missions through the power of volunteers. Through a comprehensive assessment, training, coaching and certification model, nonprofits are equipped to engage and manage volunteers more effectively to meet community needs.

Major Responsibilities

- Develop a sustainable individual donor plan and execute a Colorado Gives Day outreach strategy
- Work closely with program staff to develop streamlined volunteer recruitment processes as well as outreach materials and conduct volunteer engagement evaluation in order to identify areas for improvement
- Implement system improvements for Salesforce customer relationship management
- Research prospective national, regional, and statewide funders in order to build a comprehensive funding strategy
- Prepare detailed grant applications and reports and work with program staff to be accountable to identified outcomes
- Craft well-researched, persuasive written documents
- Identify immediate and long-term funding sources for specific projects and programs
- Collect data on regional nonprofits and funders
- Track nonprofit sector news and research volunteer engagement best practices

Qualifications

- Strong interpersonal skills
- Excellent communications, writing and editing skills
- Task oriented and deadline driven
- Highly organized with strong attention to detail
- Demonstrated ability in relationship building and community outreach
- Tact, diplomacy and ability to work as part of a diverse team
- Understanding of the nonprofit sector and volunteerism
- Access to reliable transportation and the ability to travel throughout the region

Supervision: The Donor and Volunteer Engagement Associate will be based in CRC's Denver office and will be supervised by CRC's Volunteer Engagement Manager, Andrea Swan.

AmeriCorps VISTA

This position will be filled by an AmeriCorps*VISTA member. To qualify for AmeriCorps*VISTA, you must be a U.S. citizen, U.S. national, or lawful permanent resident, be team-oriented, and be willing to take on a wide range of challenges. Once chosen for this position, if not already a VISTA member, you must go through the necessary paperwork to become a VISTA member.



Program Benefits: Childcare assistance if eligible, Choice of Education Award (\$5,815) or End of Service Stipend (\$1,803) upon successful completion of service, Health Coverage, Relocation Assistance, Living Allowance (\$1,125/month), Professional Development/Training, Housing Assistance (\$100/month)

Service Term: May 14, 2018 – May 14, 2019

Hour Requirement: 40 hours per week

How to Apply: Please apply through the MyAmeriCorps portal. Submitting an application early in the timeframe will be advantageous.

To apply, please visit <https://my.americorps.gov/mp/listing/search.do?&criteria.programState=CO> and find the “CRC Donor and Volunteer Engagement Associate” position listing and complete a full application through AmeriCorps VISTA. Please contact Jenia Hooper at hooper@crcamerica.org if you have any questions on how to apply.

For more Information

Community Resource Center: www.crcamerica.org

AmeriCorps VISTA: <https://www.nationalservice.gov/programs/amicorps/amicorpsvista>

This institution is an equal opportunity provider and employer.