

Job Announcement: July 3, 2018

Position Title: Individual Giving Development VISTA

Reports to: Major Gifts & Planned Giving Officer

Location: Chicago, IL

Organizational Overview: The Sargent Shriver National Center on Poverty Law provides national leadership in advancing laws and policies that secure justice to improve the lives and opportunities of people living in poverty. The Shriver Center brings together lawyers, community leaders, and allies from across the country as the nation's leading advocate for people living in poverty. We work toward a future where people living in poverty have income security, equal opportunity, and a voice in what happens in their communities.

The Shriver Center is a 501(c)3 non-profit organization with a staff of 50 based primarily in Chicago. In 2017, the Shriver Center marked its 50th anniversary and adopted a strategic plan focused on growth and organizational excellence. In the past few years, the Shriver Center's operational budget has increased significantly, from \$4.3 million in 2014 to \$7.5 million in 2018. Accompanying this growth, the Shriver Center's focus has expanded the scope and reach of its work, attaining increasing national prominence.

Commitment to Race Equity: We put race front and center in our work. We recognize that inclusion of diverse voices, perspectives, and experiences is essential to understanding and addressing complex issues in our advocacy and within our organization. To that end, we focus on issues that deeply affect the lives and social mobility of people living in poverty: economic justice, housing justice, healthcare justice, and community justice. We lead, equip, and mobilize multi-state networks to advance an anti-poverty and racial justice agenda. Through training and leadership development programs designed to foster innovation and collaboration, we strengthen core competencies of advocates across the country.

Position Overview: The Individual Giving Development VISTA supports the work of the Shriver Center's Development team to build its capacity to cultivate, solicit, and steward individual donors in order to raise the necessary funds to support the organization's expanding state and national multi-state anti-poverty advocacy and training programs.

Responsibilities:

- Manage the cultivation, solicitation, and stewardship a small portfolio of new donors to the Shriver Center;
- Act as a liaison between the Vice President of Advocacy and Vice President of Development to create pro bono partnerships and increase engagement opportunities;
- Lead the outreach and planning for cultivation dinners across the country;
- Assist with research and outreach for the Shriver Center's individual giving programs (annual fund, monthly donors, major gifts, and planned giving);
- After initial research, draft prospect profile summaries for the Major Gifts & Planned Giving Officer and Vice President of Development;

- Support the Corporate Relations and Events Manager with the production of local and national events throughout the year;
- Assist the Development Associate with the maintenance of the CRM donor database;
- Solicit support for the Sargent Shriver essay project and help distribute the published book to campaign donors;
- Act as the point person for all individual giving stewardship activities;
- Attend meetings and assist in reporting, service days and other requirements of the AmeriCorps*VISTA program; and
- Other duties as assigned.

Requirements:

- Bachelor's degree required;
- One-year fundraising and/or marketing experience preferred;
- Excellent interpersonal, oral and written communication skills;
- Ability to think strategically, set priorities and organize concurrent projects, as well as manage time effectively, exercise independent judgment, and assume responsibility for reliable follow through;
- Demonstrated commitment to social justice and advancing racial equity;
- Proficiency in Microsoft Office Suite;
- Experience with internet research;
- Experience with database administration preferred; including running reports, advanced queries, data entry and solid understanding of data integrity; experience with a CRM system or similar constituent relationship software desirable;
- Ability to maintain confidentiality regarding sensitive donor information;
- Must be willing to work evening events;
- Ability to work well in a team environment; and
- Demonstrated commitment to the Shriver Center's mission, vision, and values.

Salary/Benefits: Please note that this is not a job, but a one-year volunteer position with benefits funded by the AmeriCorps*Volunteers in Service to America (VISTA) program (www.americorps.gov). Benefits include a monthly living allowance, a healthcare plan, a housing stipend, a transportation stipend and, after successful completion of the term, an education award that can be used to repay students loans or for future education expenses. Federal student loans may also be deferred during the 12-month commitment.

Opening/Closing Date: Application deadline is July 27, 2018. Start date and pre-service orientation is September 4, 2018.

Applications: Send a cover letter and résumé to Kenya Lambert at hr@povertylaw.org.

Visit www.povertylaw.org for more information about the Shriver Center.

