



Position Title: Development VISTA

Reports to: Vice President of Development

Location: Chicago, IL

Organizational Description: The Sargent Shriver National Center on Poverty Law (Shriver Center) is a not for-profit organization that provides national leadership in advancing laws and policies that secure justice and improve the lives and opportunities of people living in poverty. We work directly to win positive change through our specific advocacy initiatives, and we provide a range of professional development resources that build and support the national network of advocates engaged in those efforts. We engage in a broad range of interrelated policy areas and accomplish our mission through programs involving legislative and administrative advocacy and education, policy development, litigation, organizing, communications, and training.

At the Shriver Center, we know that a richly diverse mix of professionals makes organizations more effective. As such, we make demographic and experiential diversity a hallmark and priority of all our work.

Responsibilities:

The Development VISTA will assist with the Shriver Center's development and outreach through the following activities:

- Assist with research and outreach for the Shriver Center's 50th anniversary and major gifts campaign
- After initial research, draft prospect profile summaries for the Major Gifts & Individual Giving Officer
- Coordinate volunteers for all Shriver events in Chicago
- Assist the Corporate Relations and Events Manager with the production of local and national events for the 50th anniversary
- Assist Development Associate with the maintenance of the donor database
- Run reports and segment lists for the individual giving, corporate giving, and events programs
- Work with Development staff and the Chief Operating Officer to help establish a more formal organizational volunteer management program for Development and the organization as a whole
- Attend meetings and assist in reporting, service days and other requirements of the Americorps*VISTA program.
- Other duties as assigned.

Qualifications:

- Bachelor's degree preferred
- One year fundraising and/or marketing experience
- Commitment to public service with established track record of volunteerism
- Excellent interpersonal, oral and written communication skills
- Must be willing to work evening events
- Ability to work well in a team environment





- 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
- Ability to maintain confidentiality regarding sensitive donor information
- Proficient in Microsoft Office (Office 365)
- 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, Raisers Edge, or similar constituent relationship software desirable
- Dedication to the Shriver Center's mission

Salary/Benefits:

Please note that this is a 12-month volunteer position with benefits funded by the AmeriCorps*Volunteers In Service to America (VISTA) program. AmeriCorps benefits include a monthly living allowance, a health plan, and after successful completion of the term – an Education Award that can be used to repay students loans or for future education expenses. Student loans may be deferred during the 12-month commitment. Additionally, the Shriver Center will provide a monthly transportation stipend.

Deadlines:

An applicant must be selected by June 23, 2017. There is a mandatory AmeriCorps*VISTA pre-service training August 8-11th, and this position has a start date of August 12th.

How to Apply:

To be considered for this position, please send a cover letter, resume, and references to Alex Block at alexblock@povertylaw.org. For more information, visit our website at www.povertylaw.org.

