



VISTA Announcement – April 3, 2017

Position Title: *Development Associate VISTA*

Reports to: Senior Foundation Relations Officer

Location of Job: Chicago, Illinois

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 to improve the lives and opportunities of people living in poverty.

Responsibilities:

The Development Associate VISTA will help the Shriver Center build its capacity to engage, solicit, and steward foundations in order to help meet the organization's growing fundraising needs. The VISTA will engage in the following activities:

- Conduct ongoing research to identify new foundation prospects for the Shriver Center's work.
- Prepare information for Shriver Center staff and board about key prospects.
- Help write and edit proposals, reports, and other grant-related documents.
- Help plan and initiate new efforts to update both current and prospective foundation donors about Shriver Center accomplishments and activities.
- Maintain accurate contact information for foundation prospects and supporters.
- Assist with developing and implementing ongoing foundation fundraising strategies.
- Engage in other duties as assigned.

Qualifications:

- Bachelor's degree preferred
- Strong writing and editing skills
- Fundraising experience preferred
- Commitment to public service
- Excellent interpersonal, analytical, research and 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
- Ability to maintain confidentiality regarding sensitive donor information
- Ability to work independently with minimal supervision at times, as well as be part of team
- Experience with fundraising databases preferred, including running reports and maintaining accurate data
- Dedication to the Shriver Center's mission

Salary/Benefits:

Please note that this is a one-year volunteer position with benefits funded by the AmeriCorps Volunteers in Service to America (VISTA) program. Benefits include a monthly living allowance, a health plan, a transportation, and, after successful completion of the term, and Education Award that can be used to repay student or for future education expenses. Federal student loans may be deferred during the twelve-month commitment.

How to Apply:

To be considered for this position, please send a cover letter, résumé, references, and writing samples to Kate Maley, Development Associate VISTA, at katemaley@povertylaw.org. For more information, visit our website, www.povertylaw.org.

The Shriver Center is an equal opportunity employer and welcomes applications from applicants of all backgrounds.