



## VISTA Development Capacity Service Announcement

### Background and Position Summary

Founded in 2000, the mission of Heart of Oregon Corps is to empower and inspire positive change in the lives of young people through jobs, education, and stewardship. We operate “work, learn, earn” job training programs that address the needs of low-income, disconnected young adults. Learn more at [www.heartoforegon.org](http://www.heartoforegon.org).

We are looking for an **AmeriCorps VISTA Development Lead** for our YouthBuild program. This VISTA position will help to secure grants, cash donations, in-kind donations, and create tools, systems, and databases to help cultivate donors and supporters. Developing partnerships or creating communications materials & strategies are also activities for this role. Specifically, the AmeriCorps VISTA Development Lead will:

- Coordinate development and fundraising projects;
- Access private and public funds through researching funds available and writing grant proposals;
- Assist with corporate and individual donor program and annual event;
- Support the agency’s Public Relations outreach, including social media, press releases, and coordinating the organization’s annual report;
- Develop local or regional partnerships for resource development

### Qualifications

The ideal candidate will have a minimum of a high school diploma; a Bachelor's degree is strongly preferred. At least one year of office, business, or program experience, which includes file and data coordination. Applicants should be fluent with standard office software and technology, including Microsoft Office, Outlook, and web-based applications. Proficiency in Excel is a must. Must have excellent oral and written communication skills and be highly organized with excellent time management skills. This position requires the ability to relate sensitively to a multiracial and multicultural group of young people and coworkers, as well as respect for the ideas and intelligence of young adults. A good sense of humor is also a plus!

### Program Benefits

The VISTA position will receive a living allowance stipend of \$473.50 bi-weekly, a \$1,421 housing stipend for the year, and a \$6,095 AmeriCorps Education Award or \$1,800 cash stipend paid at completion of service. This is a full-time (40 hours/week), 12-month position.

### About VISTA

AmeriCorps VISTA is a national service program designed specifically to fight poverty. VISTA members commit to serve full-time for a year at a nonprofit organization creating or expanding programs designed to bring individuals and communities out of poverty. Learn more about becoming a VISTA at:

[www.nationalservice.gov/vista](http://www.nationalservice.gov/vista). Reading this information prior to applying is highly recommended.

**Interested?**

Submit the following to Rebekah Altman, Development & Communications Director:

- Cover Letter (in an email is ok)
- Resume
- Two references

By email: [rebekah.altman@heartoforegon.org](mailto:rebekah.altman@heartoforegon.org) or mail: Heart of Oregon Corps, PO Box 279, Bend OR 97709.

Final candidates will need to complete an interview, additional paperwork, provide references, complete a background check, and pass a drug screening. Valid driving license and good driving record required. We are an Equal Opportunity Employer, women and minority candidates are encouraged to apply!

**The VISTA position will begin in July 2019. Position open until filled. Thank you for your interest!**