



AmeriCorps *VISTA Position Description

Position Title: AmeriCorps*VISTA Fund Development Pikes Peak	Reports To: Manager of Fund Development
To Apply: Please submit a cover letter and resume to Mary Laidley at maryl@biglittlcolorado.org . Applications accepted on a rolling basis with intention to fill the position by March 15, 2008.	Department: BBBS-Fund Development

General Purpose: to increase community outreach in the Pikes Peak region, research new funding opportunities, develop funding proposals, strengthen, individual, foundation, and corporate partnerships and create alumni giving program in the Pikes Peak region.

Essential Duties/Responsibilities:

- developing plan for and conducting community outreach in the Pikes Peak Community (region)
- researching new funding opportunities
- developing, writing and editing funding proposals and progress reports
- maintaining Pikes Peak fundraising database
- ensuring that individual, foundation, and corporate partnership commitment are met
- creating alumni giving program in Pikes Peak region
- Assist with fundraisers and donor recognition events

Qualifications:

- Commitment: This is a one year full-time (40hrs/wk) commitment.
- Knowledge, Skill And Ability: Outstanding verbal and written communication skills, consistent exercise of discretion and independent judgment in the performance of duties; good problem solving skills; ability to work in a fast paced environment and manage multiple projects; highly organized, meets frequent deadlines and is results oriented with attention to detail; Ability to work both independently and as a member of a team.
- Education/Experience: High school diploma or GED (Bachelor's degree or equivalent experience preferred.)
- Material And Equipment Directly Used: A working knowledge of Microsoft Office and a basic understanding of office equipment (i.e. computers telephones, fax machines, copiers, etc.).
- Working Environment/Physical Activities: Regular Office setting. Local travel required.

Benefits:

- AmeriCorps*VISTA Monthly living allowance of approximately \$850
- Post service Segal AmeriCorps Education Award of \$4,725 or end-of-term stipend of \$1,200
- Health care benefits while in service
- Childcare assistance while in service
- Student loan forbearance or deferment while in service
- Travel to pre-service orientation
- Training, professional development, and networking opportunities;
- Non-competitive status for government positions in year following term of service.
- Access to the network of VISTA and VISTA alumni (170,000 strong)

BBBSC strives to make all personnel decisions without regard to race, creed, color, national origin, ancestry, religion, sex, age, veteran status, disability, marital status, sexual orientation or any other protected class as required by applicable law. All employees are expected to actively support these principles and objectives in our work environment and with others with whom we come into contact.

For additional information about AmeriCorps*VISTA please visit the AmeriCorps website at www.americorps.gov.