



Development Coordinator VISTA JOB DESCRIPTION

Position/Title: Development Coordinator VISTA

Position Type: Intern/Full-Time/Temporary

Reports To: Donor Relations Manager

Growing Home is dedicated to creating a thriving and equitable north metro Denver – one family at a time. Our participant-centered approach to strengthening families, nurturing children, and connecting community fills a critical gap for families and children who are experiencing immediate and long-term barriers to stability and success. Through evidenced-based programs, we improve outcomes for children, their parents, and their community. Our model makes us a leader in the two-generation approach to poverty alleviation and community equity.

Mission: In partnership with the community, Growing Home advances equity in food, housing, parenting education, and lifelong stability to create lasting change for the future.

Vision: Growing Home envisions a thriving, healthy, and equitable community for all.

Core Values: Respect, Effectiveness, Learning, Collaborative Leadership, Professionalism, and Inclusiveness.

General Purpose:

Growing Home is currently working to develop its 2022-2025 strategic plan. This plan contemplates expansion of current programs in both scale and offerings that are expected to lead to substantial growth and increased impact for our community. The VISTA project will seek to allow Growing Home to build capacity and scale in response to community demand as the 2022-2025 strategic plan is being developed. It also would allow the opportunity to inform and shape some of the operational ideas being contemplated for the new 3-year strategic plan before they are solidified.

The Development Coordinator VISTA will help build out the cultivation and stewardship activities of the Development department by establishing solid plans and procedures to move donors through a natural life cycle. This position will also help establish processes and procedures for collecting, verifying, and utilizing data to ensure a more strategic approach to donor development.

Responsibilities:

- Work with the Donor Relations Manager and Grant and Database Administrator to develop process and procedures for reconciling all database records with accounting to ensure accuracy of data within RE NXT
- Establish and solidify the donor cultivation and stewardship calendar to ensure a strategic and consistency outreach is occurring with all donors

- Work with development team to create and report on measurable key performance indicators which will provide an accurate understanding of the success of the donor cultivation and stewardship processes
- Define and solidify the In-kind intake, tracking and acknowledgement procedures and train all staff to ensure ongoing adherence to these procedures
- Work with the Donor Relations Manager to identify new corporate and community prospects and build a plan to begin relationship building with those prospects

Job Qualifications:

- Strong communication skills, both written and oral (bilingual English/Spanish required)
- Excellent organizational skills and attention to detail
- Experience in managing multiple projects and deadlines simultaneously
- Desire to be a part of an innovative, fast-paced organization and development department
- Sensitivity and openness to working with people from diverse backgrounds
- Passion for anti-poverty work and social justice
- This position will be filled by an AmeriCorps VISTA member. To qualify for AmeriCorps VISTA, you must be a U.S. citizen, U.S. national, or lawful permanent resident, be team-oriented, and be willing to take on a wide range of challenges. Once chosen for this position, if not already a VISTA member, you must go through the necessary paperwork to become a VISTA member.

Hours of Work & Compensation:

- Hours of Work: This position is full-time. Work will generally be completed Monday-Friday, between 9am-5:30pm, with some evenings and weekends required.
- Living Allowance per the VISTA program: \$674.66 bi-weekly, 40 hours
- Additional benefits offered through the VISTA program, found here: <https://americorps.gov/members-volunteers/vista/benefits>

To Apply:

Please send a resume and cover letter to careers@growinghome.org with Development Coordinator VISTA in the subject line.

Growing Home is committed to an inclusive workplace. We are an equal opportunity employer.