

VISTA assignment description

Resource development VISTA



Local Habitat organization	Habitat for Humanity-MidOhio
Host site manager	Deb Light
Direct supervisor	Kristina Ward
Service week (days/times)	Monday-Friday; 8:30am to 5pm, with occasional evenings and weekends
Is a personal vehicle required for service?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Pursuant to current Habitat for Humanity policy, this position requires full vaccination against COVID-19, except to the extent such requirement is prohibited by applicable law.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Resource Development VISTA Member

The Resource Development VISTA member will create, document, and implement plans for donor engagement, tracking and recognition to increase the overall experience and commitment to Habitat's mission through special programmatic initiatives. They will research and create a plan to increase monthly donors; including creating peer to peer fundraising guides to simplify the ease of donating. The member will continue to build out our poverty simulation program by engaging a core group of volunteers. The member will build out learning resources and activities that can be used on special builds and with community groups. To align with the strategic plan, this position will assist in diversifying our donor and volunteer base, expanding involvement, and raising more funds. Each strategy will be well documented and evaluated to ensure sustainability beyond the year of service.

Objective one – Research

Research related programs and resources that are currently in place to identify best practices and any additional needs the project requires. Document research and communicate findings to move forward with developing sustainable resource development strategies.

MEMBER ACTIVITIES

- Research the existing resource development practices and explore what aspects need improvement.
- Reach out to other affiliates to learn more about their special program initiatives, engagement activities, and collateral, and gain fundraising ideas and best practices to compare to current programming methods and efforts for recommendation and implementation.
- Research fundraising opportunities with individuals, faith communities, special events, peer-to-peer funding, and grants.
- Research donor engagement, tracking and recognition resources. Compare findings to current methods.
- Research existing volunteer ambassador programs at other affiliates and other organizations as well as review past documents already created for a relaunch of the Habitat Ambassadors program.

Objective Two – Development

Based on the information gathered, draft improved resource development strategies to address the needs of the host site.

MEMBER ACTIVITIES

- Develop a plan to increase monthly donors, including targeting local individuals, businesses, faith organizations, school groups, civic groups, and other community organizations.
 - Develop fundraising guide to include ways to increase donations through peer-to-peer fundraising using the Classy platform.
 - Develop system to track donor engagement and donations.
 - Develop a plan and document a calendar of selected donor engagement methods and opportunities, and collectively devise a strategy and planning timeline for implementation.
 - Develop and document event marketing materials as needed. Create templates that can be used in the future.
- Collaborate with the Volunteer department to resurrect and establish a Habitat Ambassador program for volunteers to assist the affiliate in various outreach events and activities.
 - Develop methods to increase participation with Habitat Ambassador program, including: presentations, materials, and systems for recruitment of participation, volunteers, and leadership.
 - Develop systems to accurately track and record program-related data, ensuring sustainability.
- Further develop the infrastructure for the poverty simulation program by recruiting and engaging a core group of Habitat Ambassadors to carry out the logistics of the event.
 - These Habitat Ambassadors will be utilized in other outreach types of activities as well.
- Develop new and existing learning resources and activities that can be utilized on special builds such as Beloved Community and Women Build as well as with other community groups and build sites.
 - Learning resources will give the affiliate the ability to engage community groups and individuals in local mission work and increase their awareness of the need for affordable housing in their community.
 - Gather and develop tools and resources that can be utilized for cultivating cultural sensitivities, raising awareness of Habitat's work and the community need for affordable housing.

Objective Three – Implementation and review

Implement the new resource development strategies. Assist the host site in testing, evaluating, and revising the various parts of the resource development strategy as needed to ensure success.

MEMBER ACTIVITIES

- Under the direction of the Development team, implement individual monthly donor cultivation strategies with a focus on multi-general engagement and build out multiple fundraising options to broaden and diversify the donor pool.
 - Implement the donor tracking system. Gather feedback on the new system and make changes as needed.
 - Implement the donor recognition plan, evaluate success with development team, and make changes as needed.
- Collaborate with Development and Volunteer teams to implement Habitat Ambassador program.
 - Recruit and train Habitat Ambassador volunteers in Habitat materials and with various types of engagement opportunities.(i.e., poverty simulation team, presentations, outreach events, and learning activities)
 - Create outreach strategy plan and cultivate opportunities where Habitat Ambassadors can participate and help facilitate in learning opportunities.

- Collaborate with Development and Volunteer teams to implement engagement strategies to pilot learning resources and activities within the faith and volunteer community.
 - Assist in the pilot initiative cultivation and test engagement activities, making modifications as needed from participant feedback and affiliate feasibility.
 - Utilize engagement tool kit and learning resources to engage groups on the Beloved Community, Poverty Simulation, and/or The Playhouse Project.
 - Host 1-2 pilot Build and Learn activities on annual Beloved Community House to increase awareness of the need for affordable housing in the community.

Activities listed here may include direct service for the purposes of observation, interviews of staff members and volunteers and implementation of systems and processes. While VISTA members cannot regularly perform direct service, the VISTA member may have the opportunity to engage in direct service activities no more than one time per month to help inform VISTA projects. VISTA members are not permitted to engage in direct service activities in the Restore such as stocking shelves, picking up and unloading donations or working the cash register, etc.

Objective Four – Sustainability

Ensure that the resource development strategies developed are sustainable, continuing at the host site after the completion of the VISTA term, by documenting the plan and training staff members and volunteers.

MEMBER ACTIVITIES

- Develop a manual of resources and directions for maintaining resource development strategies, including donor engagement, tracking, recognition, special events, and in-kind donations.
- Recruit and train volunteers and staff members on use of new engagement strategies to ensure there is a transition plan for ongoing maintenance of systems and continued support of the special program fundraising efforts.

Member development

Required meetings, trainings, and events

- Onsite orientation to local host.
- First Aid/CPR.
- Habitat Learns.
- Lockton safety online courses.
- Days of service:
 - Dr. Martin Luther King, Jr Day
 - Make A Difference Day
 - AmeriCorps Week
- Weekly meeting with host site manager.
- Weekly meeting with direct supervisor, including completing a check in form each month.
- Life After AmeriCorps training.
- Ongoing position related training.
- Monthly All Staff meeting, resource development team meeting, 1 board meeting as a team, 1 homeowner orientation, 1 homeowner selection committee meeting, at least 2 wall raising ceremonies, at least 2 home dedications, and other meetings as appropriate.
- Choice of 1 safety committee meeting, 1 home maintenance class, or 1 home repair assessment or home visit.
- Quarterly staff or AmeriCorps team build days.
- Individual and/or group professional development trainings may be available based on AmeriCorps interest, host site manager/supervisor recommendation and budget.

- Host site events, including annual Volunteer Recognition event, Habitat AmeriCorps Alumni build day (spring). Participation in these events will be in line with AmeriCorps program regulations/restrictions.

Experience, knowledge, and skills

MINIMUM REQUIREMENTS

- AmeriCorps members must be a U.S. citizen, national or lawful permanent resident.
- AmeriCorps members must be at least eighteen or older.
- AmeriCorps members must have a high school diploma or GED.
- AmeriCorps members may have recurring access to vulnerable populations and must satisfy the National Service Criminal History Check eligibility criteria.

OUR IDEAL CANDIDATE HAS:

- Knowledge of and willingness to promote the mission and activities of Habitat for Humanity International and AmeriCorps.
- The ability to work with a diverse group of people.
- Strong written and verbal communication skills.
- Strong research skills.
- Attention to detail and is highly organized.
- Self-starter.
- Can multi-task and is adaptable.
- Experience working as a member of a team.
- Basic experience with Microsoft Office Suite, especially Word, Excel, and Teams.
- Previous fundraising experience a plus.

Benefits of AmeriCorps service

- Annual living allowance of \$22,881.85.
- Segal Education Award of \$6,895, upon successful completion of service.
- Health benefits and enrollment in Employee Assistance Plan.
- Ten personal and 10 medical leave days.
- Possible forbearance or deferment of qualified student loans.
- Child care benefits, if you qualify.
- Noncompetitive eligibility status for federal employment for one year after successful completion of service.
- Relocation travel assistance for members relocating more than 50 miles to serve.