



**Job Title:** Development Associate VISTA  
**Department:** Development Department  
**Reports To:** Executive Director  
**Status:** Full-Time One Year Commitment 06/06/22 or 08/29/22  
**Location:** 1922 N. Pulaski Road, Chicago 60639  
**Hours:** Monday through Friday 9 a.m. to 5 p.m.

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**Organization and Position Summary:**

- The Development Associate VISTA will be hosted by Spanish Coalition for Housing (SCH) located in Chicago, IL. Spanish Coalition is a part of the Housing Action AmeriCorps Network, an AmeriCorps VISTA program managed by Housing Action Illinois since 2010. As such, this position will receive customized training, support, guidance, and networking opportunities, in addition to the traditional opportunities for AmeriCorps VISTA positions. Learn more about the program on Housing Action’s website. SCH is a HUD-approved Housing Counseling Agency providing pertinent comprehensive counseling, education, and housing resources to low-income residents throughout Chicagoland. Our mission is to assist our participants in improving their competencies in financial literacy and other important life skills. SCH is a local and national leader in the housing counseling sector and continues to innovate its service delivery and expand its target market presence. We deliver quality programs and compassionate service to all residents in need. The Development Associate VISTA will research and design a fundraising strategy to transform one-time event in-kind giving donors into engaged and sustained monthly giving members. Explore the use of communication tools that are effective and target designated donor groups based on levels of interest. Based on data collected, identify creative personalized ways for donors to actively participate in organizational events and develop a stronger relationship. Share findings with Development Team during a brief presentation. An interest in the mission of the SCH is essential. The ideal candidate will have strong communications and research skills. Proficiency in Microsoft Office Word and Excel is required for this position. A background in grant writing and fundraising is preferred, but not required. Through this project, the VISTA will develop critical soft and hard skillsets of non-profit and public sector professionals by end of term of service to become a competitive candidate for preferred life after service plans (traditional employment, higher education, or continued national service).

**Responsibilities:**

- Get acclimated with SCH team, programs and service areas in order to better understand agency mission and strategic plan.
- Analyze Spanish Coalition for Housing donor database.
- Conduct extensive research and collect and dissect donor data.
- Formalize a process to engage and retain individual giving donors by using data and success stories through various forms of communication tools.
- Create and evaluation tool the Development Department can use in the future to continue tracking individual donor data and trends.
- Enhance the Development Department's capacity by researching and identifying grant and fundraising opportunities available locally and nationally that are mission aligned.

**Qualifications/Skills:**

- High School Diploma or GED.
- Computer literate and technologically proficient in standard word processing, spreadsheet and data base software applications, web research. Proficiency in Microsoft Office Suite (Excel, Word, Power Point).
- Background in fundraising and or grant writing a plus
- Highly organized and motivated.
- Excellent written and verbal communication skills.
- Staff members are expected to present a professional, businesslike image to all clients, visitors, and the public. Business attire required.
- Interest in community development, housing issues, organizational development and communications.
- Full-Time under Housing Action Illinois AmeriCorps Vista Program; 40 hours: 5 days Monday through Friday; 9 a.m. to 5 p.m. Remote work available.

**Program Benefits:**

Childcare assistance if eligible, Ventra or Metra Pass, Relocation Allowance, Living Allowance, Health Coverage\*, Choice of Education Award or End of Service Stipend, Training

\*For details about AmeriCorps VISTA healthcare benefits, please visit <http://www.vistacampus.gov/healthcare>

**Terms:**

Permits attendance at school during off hours. Permits working at another job during off hours.

**To Apply:**

**Contact:** VISTA LEADER  
312-721-9737

**Listing ID** 110386