



Corporate & Business Partnerships VISTA

This position is full time and a one year minimum commitment is requested. Compensation and benefits are provided 100% by the AmeriCorps VISTA Program. For more information please refer to <https://americorps.gov/serve/fit-finder/amicorps-vista>.

Position Overview

- Mission Centers of Houston serves disadvantaged communities through numerous age-graded educational and food assistance programs. It operates on a budget that is funded totally by donations, both financial and in-kind, from many sources. It also relies on hundreds of volunteers to help staff the numerous free programs and resources offered. As such, there is a great need for the organization to have robust communications, relationship management and fundraising systems to ensure sustainability and to position itself for future expansion. The VISTA team plays a vital role in helping to accomplish this by working with staff members to develop and implement capacity-building systems.

Location and Work Environment

- After initial orientation to become familiar with the organization and its needs, the VISTA has the flexibility to work a majority of the time either from their home or at our Houston office, which is located in the Near Northside, just a few miles north of downtown.

Responsibilities and Duties

- Develop a system for identifying potential churches, corporations and businesses to support the work of the organization financially, through in-kind donations, and with volunteers.
- Make recommendations to the Executive Director and follow up to make requests from and engage potential churches, corporations and businesses. Assist in setting up meetings and creating presentations for use in recruiting and publicity.
- Assist in the preparation of newsletters, social media and website content.
- Research and help develop best practices for non-profit fundraisers, and coordinate certain aspects of fundraisers as directed.

Qualifications

- Self-starter who can work with little or no supervision
- Experience with social media, website and other communication platforms
- Experience with Microsoft Office products and various social media platforms