



## Development & Communications 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

- Using a proprietary online grant funders database, research and identify potential grants, and make application recommendations to the Executive Director
- Assist in the preparation of grant inquiries, requests and compliance documentation
- Maintain a grant database and calendar to ensure that grant request deadlines are not missed and grant documentation is submitted in a timely manner
- Research and help develop best practices for non-profit fundraisers, and coordinate certain aspects of fundraisers as directed
- Research and help develop best communications practices for social media and publicity

### 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