

AmeriCorps VISTA Assignment Description (VAD)

VISTA Project: Rebuild Empower	VISTA Member Name: Julia Rivers
Site Name: Rebuild Empower	Assignment Area: Resource Mobilization
Date: August 31, 2010	

VISTA Member Activities and Steps Checklist	Planned Period of Work
<p>Goal: To provide the community's underserved and underrepresented youth with afterschool, outdoor education and financial literacy programs, Rebuild Empower will leverage funds through grant writing, and grants management and will create development-oriented resources to continue the growth and sustainability of the Rebuild Empower youth programs.</p>	
<p>Activity 1: Leverage funds and donations.</p> <p>Step 1: Research potential new funders from varied sources including foundations, corporations, and government agencies.</p> <p>Step 2: Build relationships with potential new funders whose funding guidelines align with the Rebuild Empower mission.</p> <p>Step 3: Build a database of prospects organized by due date of grant applications.</p> <p>Step 4: Work with program staff to identify key in-kind donations and research sources to secure these donations.</p> <p>Step 5: Assist in writing grants and preparing grants for submission.</p>	August 2010 – February 2011
Activity 1 Comments/Summary of Accomplishments:	Activity 1 Completed (date): _____
<p>Activity 2: Develop a grants management system and sponsorship fulfillment plans for existing donors.</p> <p>Step 1: Develop a tiered recognition system for all donors, possibly including recognition events, and maintain a database of the content.</p> <p>Step 2: Assist in writing grant reports and develop templates for writing them in the future.</p> <p>Step 3: Assist the Outreach Director in creating sponsorship fulfillment plans for all new and existing donors.</p> <p>Step 4: Ensure timely recognition of all donations and create plans for ongoing communication with donors and strategies for donor recognition and employee-volunteer activities.</p>	October 2010 – February 2011
Activity 2 Comments/Summary of Accomplishments:	Activity 2 Completed (date): _____

<p>Activity 3: Coordinate with the Director of Development in building and developing manuals and resources for effective development practices, including outreach to individual donors.</p> <p>Step 1: Research methods and techniques to increase individual giving.</p> <p>Step 2: Research and create a system for escalating individual donors to major gifts and beyond.</p> <p>Step 3: Develop a strategic plan for semi-annual appeals.</p> <p>Step 4: Develop a fundraising handbook/manual of best practices with respect to fundraising foundations, corporations, individuals, and special events.</p>	<p>December 2010 – July 2011</p>
<p>Activity 3 Comments/Summary of Accomplishments:</p>	<p>Activity 3 Completed (date): _____</p>
<p>Activity 4: Implement a donor tracking database.</p> <p>Step 1: Explore databases for use by organization and potentially its members.</p> <p>Step 2: Develop a training plan that utilizes a “train the trainer” methodology to allow all staff, and potentially volunteers, to become proficient in the use of the database.</p> <p>Step 3: Create a procedure and manual for effective use of the database.</p> <p>Step 4: Input new leads and prospects and create systems and reminders within the database to ensure deadlines are met and donors are not lapsed.</p>	<p>January 2011 – July 2011</p>
<p>Activity 4 Comments/Summary of Accomplishments:</p>	<p>Activity 5 Completed (date): _____</p>
<p>Activity 5: Work with the Director of Development and the Fundraising Taskforce to develop a signature special event fundraiser.</p> <p>Step 1: Coordinate with staff to brainstorm ideas for a signature special event which will generate donations.</p> <p>Step 2: Coordinate with the Outreach Director to create forms and materials for use in publicizing the event and attracting sponsorships and attendees.</p> <p>Step 3: Develop a potential silent auction component to the event and solicit donations for auctions items.</p> <p>Step 4: Oversee the execution of the event by tracking sponsorships and attendees.</p> <p>Step 5: Follow-up and recognize all event attendees and donors in a timely manner.</p> <p>Step 6: Create standard procedures and a manual for proper execution of the event.</p>	<p>January 2011 – July 2011</p>
<p>Activity 5 Comments/Summary of Accomplishments:</p>	<p>Activity 6 Completed (date): _____</p>