



## WSU VISTA - Episcopal Social Services Fund Development VISTA

Episcopal Social Services is a Christ-centered ministry that brings hope to people in need. Our Fund Development VISTA will assist the director of development and build capacity at our center.

Episcopal Social Services, 1010 North Main, Wichita, Kansas, 67203-3609

*AmeriCorps VISTA members are passionate and committed to their mission to bring individuals and communities out of poverty. Members make a year-long, full-time commitment to serve on a specific project at a nonprofit organization or agency. They focus their efforts to build the organizational, administrative, and/or financial capacity of organizations that fight illiteracy, improve health services, foster economic development, and otherwise assist low-income communities. Members earn a modest living allowance, limited benefit options and after a year of service are eligible for an Education Award of \$5,775 or post-service stipend. More information is available at [www.VISTAcampus.gov](http://www.VISTAcampus.gov).*

### Summary of Position

The Fund Development VISTA will work closely with the Director of Development to organize fundraising events, manage donor correspondence and mailings, and research and identify funding sources as needed. The VISTA worker will produce public awareness and media information about Episcopal Social Services (ESS) and develop a speakers' bureau for the organization. Volunteer responsibilities will include recruiting, training, and coordinating volunteer activities.

### Primary Responsibilities

1. Facilitate and support planning activities related to major annual fundraising events.
2. Identify and recruit donors for fundraising events.
3. Solicit contributions for consumer participation in fundraising events.
4. Develop speaker's bureau for the organization and recruit and train speakers.
5. Develop recruitment practices and training opportunities for volunteers.
6. Assist with coordination of volunteer activities, such as developing volunteer manual, publishing a volunteer newsletter, and conducting volunteer recognition.
7. Attend orientation, training and educational meetings as appropriate.

### Preferred Qualifications

- A creative, resourceful individual who is able to work both independently and in a team environment who wants to be a change agent in the lives of people in poverty.
- Someone with strong interpersonal, verbal and written skills.
- Previous experience in fund development and working with volunteers would be a plus.
- Computer proficiency with Windows Office Suite and database programs.
- Valid driver's license, good driving record, and personal vehicle.
- Scheduling flexibility and an excellent sense of humor.

CONTACT: For additional information about this position, please contact Rachel Newell, ESS Development Director, at [rachel.newell@esswichita.org](mailto:rachel.newell@esswichita.org) or (316) 269-4160 ext. 105.