

VISTA Opportunity

VISTA - Donor Engagement Coordinator

Come Join Our Team!

Are you service oriented, a team player, dependable, have the ability to work on several projects or tasks simultaneously and want to work in a fun environment?

United Way of the Midlands (UWM) is very pleased to annually invest over \$20 million into community programs, but while we are pleased, we know the needs of our community are still great. To help ensure we can continue to support the community and further develop the financial resources needed to do so, **we are recruiting a VISTA - Donor Engagement Coordinator** to help develop and expand funding streams as we work to fight poverty in the Omaha-Council Bluffs metro area. The VISTA will play a significant role in the administration of the Tocqueville Society, a \$7+ million giving society with over 370 members. This work will include leveraging a variety of online resources to research donors and potential donors in order to identify ways to best engage them in our work. In addition to this, the VISTA will leverage technology to help us better execute the corporate workplace campaign, a series of partnerships with many organizations that bring in over \$11 million annually, and better engage thousands of volunteers. United Way partners with dozens of nonprofit health and human service agencies and hundreds of local corporations, including many Fortune 1000 corporations. This is an office-based job which is perfect for someone who is meticulous, passionate about the community, growth-oriented, and driven by the opportunity to improve processes.

To learn more about the VISTA program and serve with the UWM, please visit the link below. Click 'Find an opportunity' and search for United Way of the Midlands.

<https://www.nationalservice.gov/programs/amicorps/join-amicorps>

Founded in 1923, United Way of the Midlands (UWM) is a fundraising and community impact organization that helps individuals and families break the cycle of poverty and attain their full potential. We achieve our mission through advocacy, leadership and support for nonprofit organizations that help our vulnerable neighbors meet their basic needs and address the root causes of poverty through investments in education and financial stability. UWM is located in the Omaha-Council Bluffs community, a growing metro area of more than 900,000 people that offers the best amenities of city living while maintaining small-town charm. We have a thriving arts, food, sports and music scene and an incredible culture of Midwestern generosity and friendliness.

Benefits, Perks and Amenities:

- Learn about the ins and outs of non-profit work and the important role of United Way in the community
- Professional development opportunities
- Interact with other AmeriCorps – VISTA members from across the United States
- Potential for employment following time served
- Networking opportunities
- On site cafeteria and gym
- Free parking
- Choice of Education Award or End of Service Stipend

VISTA Opportunity

- Living allowance
- Relocation allowance if eligible
- Childcare assistance if eligible
- Health Coverage*
- Personal, Medical and Holiday time off

Member Duties:

The VISTA member will utilize a variety of sources to research current and potential partners. In addition, they will assist in various data related aspects of the campaign, identify areas where improvement and increased organizational capacity are possible. The VISTA member will also assist in volunteerism-related activities through process improvement efforts, best practices research, and documentation as well as promote program sustainability by capturing knowledge and preparing turnover materials.

- Utilize a variety of sources to research prospective donors, especially potential major donors (annual donations of \$10,000 or more), potential legacy donors, and potential new corporate partners
- Develop and implement processes to manage donor prospecting and outreach efforts
- Strengthen donor engagement analytics and reporting
- Improve internal records tracking, particularly engagement and touch points with donors
- Analyze current donor data to develop a plan that includes retention, growth and transition strategies as well as metric and key performance indicators
- Assist in coordinating communications which thank, engage, and show impact to donors by helping build email lists and executing physical mailings
- Assist in volunteerism-related activities through process improvement efforts, best practices research, and documentation

Education Level: Some college

Program Start/End Date: 06/06/2022 – 06/05/2023

Terms: Permits working at another job during off hours, car recommended, permits attendance at school during off hours

Service Areas: Community Outreach, Community and Economic Development.

Skills: Non-Profit Management, Recruitment, Communications, Team Work, Public Speaking, Leadership, Fundraising/Grant Writing, Business/Entrepreneur, Computers/Technology.

Application: To learn more about the VISTA program and serve with the UWM, please visit the link below. Click 'Find an opportunity' and search for United Way of the Midlands.

<https://www.nationalservice.gov/programs/amicorps/join-amicorps>