

Field Outreach and Development Assistant

Core Functions

- Provide general support to Afterschool Alliance field outreach and development teams, and in particular to the national Afterschool Alliance AmeriCorps VISTA project
- Perform supporting field outreach and development activities

Classification

Exempt, Full time Employee

40 hrs per week, 12 month term

Summary

This position provides a college graduate with an excellent opportunity to gain significant experience with nonprofit outreach and development fields in a fast-paced well-functioning team environment. Under guidance of the Director of Field Outreach, the Field Outreach and Development Assistant will learn through experience about what is involved in afterschool field development across the nation, particularly focusing on providing support for our national AmeriCorps VISTA project. (S)he will work closely with field outreach and development teams.

Responsibilities and Tasks

Field Outreach/VISTA

- Serve as a liaison between the AmeriCorps VISTA members placed in the field and the Afterschool Alliance.
- Develop, coordinate and implement virtual and in-person trainings for VISTA members.
- Provide infrastructure for the VISTA learning community, including mentoring VISTAs placed at a distance.
- Coordinate recruitment of VISTA members, including posting position descriptions and screening applications.
- Collect and process bi-weekly VISTA payroll.
- Gather data and information and draft reports for the Corporation for National and Community Service and other organizations supporting the Afterschool Alliance AmeriCorps VISTA project.
- Other duties as assigned.

Development

- Conduct research on individual, corporate and foundation prospects
- Coordinate the production of a range of materials for donor solicitation, including background materials and collateral to leave with funders.
- Assist in drafting proposals and funder reports, particularly the creation and assembly of supporting documents.
- Update organizational and funder commitment information the Afterschool Alliance website and on donor information sites.

- Coordinate and implement year-end fundraising campaign.
- Coordinate funder mass e-mails.
- Other duties as assigned.

Knowledge, Skills and Abilities

- Familiarity with fundraising, field development, AmeriCorps VISTA
- Experience with afterschool/demonstrated support for mission preferred
- Excellent writing skills
- Highly organized, accurate and responsible
- Demonstrated ability to work well independently and as part of a team
- Ability to multitask, identify priorities and meet deadlines

Minimum Qualifications

- Bachelor's degree required
- Strong passion and commitment to the out of school learning space and youth development
- Excellent writing abilities
- Three professional references

Compensation and terms

Commensurate with experience. This position is supported with health insurance partly funded by employer, and applicable self-funded employee benefits. Organization provides paid holidays as listed in the employee handbook.

How to Apply

To apply send your resume, a cover letter describing your interest and qualifications for this position to info@afterschoolalliance.org.

***Afterschool Alliance reserves the right to update position description and responsibilities as needed.
Equal Opportunity Employer***