



Alliance for Greater Works is committed to dismantling the systems and practices that perpetuate inequities for people living in marginalized communities. Alliance for Greater Works partners with communities to **address the real, often hidden, issues at play** that create inequalities such as lack of food, jobs, housing, healthcare and education. We do that by organizing the right people and resources to come up with solutions that improve the lives of individuals in marginalized communities.

We believe that **at the heart of our work is people**: the individuals and families who have a life of scarcity, of have-not, of exclusion, due in large part to the zip code in which they live.

We work collaboratively toward a better Texas where no individual person or community is sidelined, under-resourced or excluded due to inequitable access to economic growth, education and health care.

We are small but mighty. We're looking for colleagues who:

- innovate
- strive for excellence
- adapt quickly
- invest time, energy, and resources well
- believe what they do matters

THE POSITION:

This is an AmeriCorp VISTA position. To learn more about becoming an AmeriCorp VISTA [click here](#).

The Resource Development Coordinator VISTA has a key role in the financial sustainability, strategic planning, and program marketing. The Resource Development Coordinator VISTA works alongside and in close partnership with the Managing Director and the President.

The Resource Development Coordinator VISTA is responsible for maximizing the fundraising opportunities for Alliance for Greater Works. The position coordinates the management portfolio of foundations, corporations, and individual donors. In addition, the position promotes the implementation, cultivation, solicitation, and stewardship moves necessary to meet Alliance's annual fundraising goal. The Resource Development Coordinator VISTA position is new and offers a unique opportunity for a motivated individual who is invested in leading the innovation and growth of an emerging aspect of our work.

YOU'D LOVE WORKING HERE IF:

- You're self-motivated and driven. You get satisfaction from establishing relationships with potential donors.
- You communicate clearly and efficiently. You can explain anything to anyone. Aha moments for others feel like a job well done for you.
- A busy inbox and an active to-do list doesn't stress you out, it's enlivening.
- A fast-paced workplace where no day looks the same is what you're looking for: tasks range on the broad spectrum of uneventful to thrilling, but you know every bit of work contributes to the well-being of the organization.
- You're detail-oriented: you love a clean spreadsheet and a well-edited outreach message. Updating a contact record or correcting a mis-typed phone number feels like a worthy victory because you know it matters.
- You appreciate being part of a small, close-knit team: engaging in dialogue to find creative solutions to organization-wide problems, eating snacks during staff meeting, and sharing the joys and hardships of your work.

A DAY MIGHT INCLUDE:

- Having a video chat with the Program Officer of a local Foundation for a 45-minute consultation session to better understand their funding guidelines
- Managing a calendar of development and strategic partnership deadlines and deliverables
- Coordinating personnel working on funding requests, report and strategic partner communications
- Calling a donor to thank them for their support
- Brainstorming proposal ideas with co-workers for funding proposals
- Drafting a full grant proposal on a case by case basis

YOU'LL BE RESPONSIBLE FOR:

Resource + Development

- Develop new revenue streams that sustain the organization and support our mission
- Build and maintain external partnerships that expand our reach and raise visibility and funds
- Integrate emerging trends into current work
- Refine existing resources, design and develop new funding proposals

Accounts + Data Management

- Update web pages and databases
- Maintain detailed internal records
- Use data and technology to sharpen funding strategy and improve workflow efficiency

YOU HAVE:

- 3+ years educational and/or professional experience - in particular, experience with nonprofits or community-based organizations
- Demonstrated ability to successfully execute revenue generating programs
- Proven ability to build and sustain successful partnerships at the local, regional, and national level
- Proven understanding of moves management
- Demonstrably strong communication skills – written and verbal, for large and small groups
- Commitment to social justice work

IT'S HELPFUL IF:

- You have knowledge and experience with nonprofit management practices, community organizing, and the broader social sector
- You've led successful fundraising campaigns
- You bring tech skills: Prezi; Salesforce; Constant Contact; and something we don't even know about yet
- You have strong creative writing and editing skills

How to apply

Any questions about the AmeriCorp VISTA position may also be directed to ajohnson@alliancetxt.org - no calls please. Anticipated start is March 2020.

Location

Grand Prairie, TX 75050
United States