



Fund Development Coordinator AmeriCorps VISTA

Are you a great writer who loves telling a story you believe in? Want to build diverse experiences in a fun, professional nonprofit setting? Need to decide what direction to take next, but still have college debt or education to pay for?

“YVC staff really appreciate us. They value the work we’re doing and want us to succeed. I’ve only been here a couple months and feel like I’ve learned more here than I would have three years at a different job.” – Sydney, AmeriCorps VISTA Fund Development Coordinator at YVC

[Check out this short video to learn about VISTA service at YVC!](#)

This full-time, 12-month AmeriCorps VISTA position could be right for you! Strong skills are needed, but experience isn’t required; training and resources will be provided. VISTA members receive professional development and experience, but opportunities for future employment aren’t guaranteed. Multiple positions are available at YVC, and candidates may apply for more than one position.

VISTA members begin on predetermined orientation dates and will be hired approximately 3 weeks prior to their start date. Upcoming orientation start dates are: **January 22, February 4, and February 19.**

[Youth Volunteer Corps](#) (YVC) is headquartered in Kansas City, with service programs for young people ages 11-18 in the U.S. and Canada. We create volunteer opportunities to address community needs and to inspire youth for a lifetime commitment to service. Since 1987, YVC has engaged over 300,000 youth volunteers in over 5 million hours of service to their communities – ***and we want more!***

YVC seeks an organized, creative professional to support its regional expansion through fundraising. The Fund Development Coordinator will secure funding for new and existing YVC programs and report to the Director of Development. This member will work with a cohort of VISTAs focused on this initiative and alongside the entire YVCHQ team to move YVC’s mission forward. The ideal candidate will be inspired to empower others, leverage their strengths for team success, and invest in the success of YVC’s youth volunteers and adult leaders.

Location and Culture: YVC’s national headquarters is located in a beautifully restored historic home in the Quality Hill District of downtown Kansas City. Here you’ll find energy, enthusiasm, and loyalty to the idea that youth service can change the world. This team believes any community with a youth willing to serve is one where YVC belongs, and the Fund Development Coordinator will help bring this dream to life in Kansas, Missouri, and beyond.

Primary Duties & Responsibilities:

Regional and National Funding Development

- Research and pursue local and national funding opportunities including letters of support, grant applications, and proposals
- Seek corporate sponsorships, partnerships, and donations
- Develop and implement appeals for individual donors

Donor Stewardship

- Provide project updates to funders
- Ensure proper acknowledgement and appreciation of funders
- Provide internal support for YVC fundraising efforts
- Contribute to required funder reports

YVC Mission Advancement and AmeriCorps VISTA Outcomes

- Support the YVC Alumni network
- Develop resources for the YVC network
- Support YVC's aim to eradicate poverty through VISTA service

Minimum qualifications:

- Be a U.S. citizen or a U.S. permanent resident
- Pass all background checks
- Bachelor's degree preferred; equivalent experience may be considered
- Experience with Microsoft Office programs (Word, Excel, PowerPoint, Outlook)

YVC needs someone with:

- An excellent ability to write persuasively
- Strong research and editing skills
- A sense of urgency that drives organization, prioritization, and reliability
- A friendly communication style that creates connection to people from a variety of backgrounds
- The ability to think creatively and strategically to solve problems
- Curiosity and courage

AmeriCorps VISTA Member Compensation:

- A living allowance of \$472.22 is provided every two weeks.
- Upon completion of 12-month term, [CNCS](#) provides a \$6,095 Education Award for college loans or future education expenses. Those with no loans or plans for future education may elect to receive a smaller cash stipend of \$1,800, in lieu of the Education Award.

AmeriCorps VISTA Member Benefits:

- \$200 housing reimbursement at the end of each month
- 10 vacation days and 10 sick days
- Professional development opportunities
- Relocation or settling-in allowance (if moving 50+ miles for service)
- Federal student loan forbearance and deferment
- [Healthcare, childcare, and other benefits available](#)

Please send your resume and cover letter to Chelan David at cdavid@yvc.org. Please highlight specific experience and explain why this position is one you desire.

Deadline: Applications will be accepted and reviewed on a rolling basis until candidates are placed. VISTA members begin on predetermined orientation dates and will be hired approximately 3 weeks prior to their start date. Upcoming orientation start dates are: **January 22, February 4, and February 19.**