



July 2022

Small Places

Fund Development Coordinator (Ameri Corps Vista)

Job Title Fund Development Coordinator

Location Houston, TX

Position Summary The VISTA will strengthen our organizational capacity by developing and implementing a fund development strategy, including creating grant templates, researching prospects, creating a grant calendar, and tracking engagements. This service will directly impact our organization's ability to elevate individuals out of poverty in an under-resourced community in Houston's east end.

RESPONSIBILITIES Research and create a list of potential funders for Small Places.

- Review and prioritize existing internal lists of funders.
- Utilize fund development databases to identify new potential funders.
- Prioritize funders based on application due dates, alignment with Small Places mission, and other criteria determined important by the VISTA and the Executive Director.
- The VISTA member will document the process developed to prioritize potential funders and present findings to the Executive Director. A Google Drive folder will be
- created to store this information, so work can be sustained beyond the VISTA's term.

Develop an engagement plan and strategy for connecting with identified corporations and foundations.

Corporations and foundations will be targeted based on prioritizing and researching funders for Small Places.

- Research prospects and analyze their giving history to determine how and when to engage them and solicit funding.
- Engage collaboratively with the Executive Director to determine the return on investment for each of the prospective funders determined through the research.

Implement the strategy created to connect with identified corporations and foundations, measure success, and develop best practices.

- Document engagements and outcomes of applications to funders.
- Create a document with template responses to typical grant applications with language from successful grant requests.
- The VISTA will document the evaluation of the engagement plan and strategy in the Google Drive folder that will be created to store this information, so the organizational capacity developed can be sustained beyond the VISTA's term