

Job Announcement: May 15, 2018

Position Title: Special Events VISTA
Reports to: Vice President of Development
Supervises: N/A
Location: Chicago, IL

Organizational Overview: The Sargent Shriver National Center on Poverty Law provides national leadership in advancing laws and policies that secure justice to improve the lives and opportunities of people living in poverty. We put race front and center in our work. We recognize that inclusion of diverse voices, perspectives, and experiences is essential to understanding and addressing complex issues in our advocacy and within our organization. To that end, we focus on issues that deeply affect the lives and social mobility of people living in poverty: economic justice, housing justice, health care justice, and community justice. We lead, equip, and mobilize multi-state networks to advance an anti-poverty and racial justice agenda. Through training and leadership development programs designed to foster innovation and collaboration, we strengthen core competencies of advocates across the country.

Position Overview: The Shriver Center is seeking a dynamic, mission-driven Special Events VISTA to expand and build the capacity of the Shriver Center's corporate relations and events. The Special Events VISTA supports the Shriver Center's Corporate Relations & Events Manager by maintaining a current portfolio of corporate partners as well as researching additional ones. The Special Events VISTA will assist in all logistics for Shriver Center's events. The Special Events VISTA should be detailed oriented, friendly, and dedicated to helping people living in poverty.

Responsibilities:

- Assist with research and outreach for the Shriver Center's ongoing corporate relations;
- After initial research, draft prospect profile summaries for the Major Gifts & Individual Giving Officer;
- Coordinate volunteers for all Shriver Center events in Chicago;
- Assist the Corporate Relations & Events Manager with the production of local and national events for the year;
- Assist Development Associate with maintenance of the donor database;
- Run reports and segment lists for the individual giving, corporate giving, and events programs;
- Work with Development staff and the Chief Operating Officer to help establish a more formal organizational volunteer management program for Development and the organization as a whole;
- Attend meetings and assist in reporting, service days and other requirements of the AmeriCorps*VISTA program; and
- Other duties as assigned.

Requirements:

- Bachelor's degree preferred;
- One year of fundraising and/or marketing experience preferred;
- Commitment to public service with an established track record of volunteerism;
- Excellent interpersonal, oral, and written communication skills;
- Must be willing to work evening and weekend events;



- Ability to work well in a team environment;
- Ability to think strategically, set priorities, and organize concurrent projects, as well as manage time effectively, exercise independent judgment, and assume responsibility for reliable follow through;
- Ability to maintain confidentiality regarding sensitive donor information;
- Proficient in Microsoft Office (Office 365);
- Experience with internet research;
- Experience with database administration preferred; including running reports, advanced queries, data entry and solid understanding of data integrity; experience with a CRM system, Raisers Edge, or similar constituent relationship software desirable;
- Demonstrated commitment to social justice and advancing racial equity;
- Experience working across lines of difference and working with and in economically and racially diverse communities preferred; and
- Demonstrated commitment to the Shriver Center’s mission, vision, and values.

Salary/Benefits: Please note that this is not a job, but a one-year volunteer position with benefits funded by the AmeriCorps*Volunteers in Service to America (VISTA) program (www.americorps.gov). Benefits include a monthly living allowance, a healthcare plan, a housing stipend, a transportation stipend and, after successful completion of the term, an education award that can be used to repay students loans or for future education expenses. Federal student loans may also be deferred during the 12-month commitment.

Opening/Closing Date: Application deadline is June 8, 2018. Start date is July 9, 2018.

Applications: Send a cover letter and résumé to Harleen Singh at hr@povertylaw.org.

Visit www.povertylaw.org for more information about the Shriver Center.

