

Neighborhood Revitalization Outreach Organizer

DESCRIPTION:

Are you ready to join an organization where you can make an extraordinary impact every day?

NCALL in Dover, Delaware is an established nonprofit leader working across Delmarva in the fields of affordable housing, community development and lending. With an outstanding history of achievements that spans more than four decades, a diverse staff of 38, and a budget of \$4.4 million, NCALL is a charter member and star producer in NeighborWorks America's 250-member Network of Excellence. Over the years, we have had a regional impact of assisting over 32,000 households and leveraging over \$10 billion in housing and community financing. Our vision is "Affordable Homes and Thriving Communities for All."

NCALL has an immediate AmeriCorps VISTA volunteer position opening to assist in adding both short- and long-term capacity to NCALL's infrastructure by increasing critical capacity in the organization's Neighborhood Revitalization Department. During the service year with NCALL Research, the successful candidate will research and recommend a volunteer and donor management system, identify untapped potential funding prospects for the organization to solicit for financial support, research and develop a resident advisory board and ambassador, increase volunteer engagement, and support marketing and social media efforts. Other major activities for the service year will include: building critical contact lists for the organization, and developing and executing an annual strategic communications plan

This is a VISTA Volunteer Opportunity through the AmeriCorps program. Please visit the Corporation for National and Community Service website at www.cns.gov for more information or register at www.my.americorps.gov to view the job posting.

APPLICATION DEADLINE: Monday, July 1, 2019

SUPERVISOR: Community Engagement Specialist

LOCATION: Dover, Delaware

SUMMARY OF DUTIES AND RESPONSIBILITIES:

1. Candidate must be enrolled in the VISTA program at the time of service.
2. Research existing volunteer and donor management software/systems and make a recommendation for purchase and use.
3. Establish, grow and maintain the volunteer and donor database
4. Create various stakeholder list and input information in created database.
5. Create volunteer mission, vision and position descriptions, application and training materials including volunteer handbook and agreement.

6. Understand and identify the current need for a resident Advisory Board and Ambassador Program.
7. Create marketing materials and market Advisory Board and Ambassador Program at community events.
8. Enhance Restoring Central Dover's Marketing and Social Media Strategies.
9. Research and identify grant opportunities in relevant fields.
10. Create procedures and training manual for all strategies developed and to ensure smooth transition of responsibilities at end of VISTA term.
11. Other duties as assigned.
12. Position requires occasional evening travel, meetings, and workshops.
13. Position requires use of personal vehicle for NCALL travel and volunteer must maintain a valid driver's license and paid automobile insurance.
14. Report activities/accomplishments to supervisor and funding sources in a timely, complete, and accurate manner.
15. Work individually with diligence and with team members to accomplish established work plan and objectives.

QUALIFICATIONS:

1. Associate's degree in appropriate field preferred.
2. Experience in researching and comparing software products preferred.
3. Excellent verbal and written communication skills.
4. Good mathematics, budget, and economic skills.
5. Empathy and understanding for people facing economic difficulties.
6. Courteous and business-like manner in dealing with public and co-workers.
7. Proficiency in Microsoft Office and Internet applications.

BENEFITS:

- Living Allowance
- Health benefits
- Medical
- Personal leave
- Other benefits as applicable under the AmeriCorps VISTA Program.

NCALL is an Equal Opportunity Employer. Diversity and inclusion apply to both our workforce and the communities we serve.