

## **Lake County Build a Generation Organizational and Resource Development VISTA**

**Hours per week:** 40 hours per week

**Reports to:** Director, Lake County Build a Generation

### **ABOUT LAKE COUNTY BUILD A GENERATION:**

Lake County Build a Generation (LCBAG) is building a healthier community for youth and families. We have been a project of the Lake County Public Health Agency, and are launching as our own nonprofit in 2019. Our staff members are passionate about youth, families, seniors, and the success of our community. For more information, please visit [www.lcbag.org](http://www.lcbag.org).

### **FUNCTION OR PURPOSE OF THIS POSITION:**

The **Organizational and Resource Development VISTA** is a new AmeriCorps VISTA position at Lake County Build a Generation (LCBAG). The Organizational and Resource Development VISTA will provide critical support for LCBAG's transition to a nonprofit. He or she will focus in several areas, including building agency capacity for board development, building agency capacity for fund development, and supporting the ongoing development or improvement of key agency systems and structures. For example, he or she might research best practices in board recruitment and development and write a board recruitment and development plan. He or she might identify and develop new fundraising strategies. Or, he or she might research best practices in staff evaluation, in order to support LCBAG in implementing an improved annual review process. This position is an excellent fit for the applicant who wants to learn more about organizational development, organizational change, fundraising, board development, or how to start a nonprofit.

**Major Responsibilities:** The primary duties of this position are to perform office or non-manual work directly related to building agency capacity for board development, building agency capacity for fund development, and supporting the ongoing development of key agency systems and structures. This work includes, without limitation, the exercise of discretion and independent judgment with respect to the following essential and other important responsibilities and duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

- Provide support for the creation and implementation of a fund development plan.
- Identify and implement key fundraising activities to pilot in our first year as a nonprofit.
- Support staff and board members in developing their fundraising capacity.
- Provide support for the creation and implementation of a board recruitment and development plan.
- Identify and implement key board development activities to pilot in our first year as a nonprofit.
- Support the development or improvement of key agency systems and structures, in order to make Lake County Build a Generation a more efficient and effective organization—as well as to improve staff satisfaction.
- Other projects as time and resources permit.

This position offers training opportunities and resources in order to develop the coordinator's expertise in board development, fund development, and the development or improvement of key agency systems or structures

### **Desired Skills:**

- A passion for making Lake County a healthier place for youth and families.

- A passion for organizational capacity-building.
- A passion for health and racial equity.
- Strong feedback and conflict resolution skills.
- Excellent communication skills (verbal and written).
- Organization, diligence, and ability to prioritize a diverse workload.
- Ability to problem-solve, particularly around complex problems.
- Ability to conduct research.
- Ability to work as part of a team and independently, as appropriate.
- An ability to be in a space of discomfort, learning, and growth.
- Resilience
- Ability to use standard office equipment.

**Candidates with the following skill sets are preferred, but we are also willing to train the right person in many of these skills:**

- Knowledge of the Lake County community.
- Bilingual in Spanish and English.
- Bicultural in both the Anglo and the immigrant Latino/a community of Lake County
- Experience in, and passion for, fundraising and development.
- Experience in, and passion for, organizational development.
- Experience in, and passion for, systems development at the organizational level.

**Qualifications:**

- A Bachelor's Degree
- Clean criminal record and driving background – all members must pass a background check

**Travel:** May require some travel for trainings. May require some occasional work at night and on the weekend. Must possess and maintain a valid Colorado Driver's License and the appropriate level of personal vehicle insurance.

**Work Conditions:** The majority of this person's duties are performed within an indoor environment. The incumbent may be exposed to some noise (electrical, mechanical or human) on an occasional basis, and other related hazards associated with an office environment.

**Career Track:** This position is funded through a partnership with Community Resource Center and the AmeriCorps VISTA program, and is a one-year position.

**Time Commitment:** This is a full-time position requiring approximately 40 hours/week. This position requires flexible hours, and may include occasional evening and weekend commitments.

**Service Term:** August 2019 – August 2020

**Location:** This position is based at Lake County Build a Generation offices at 825 W 6<sup>th</sup> Street.

**AmeriCorps VISTA:** This position will be filled by an AmeriCorps VISTA member. To qualify for AmeriCorps VISTA, you must be a U.S. citizen, U.S. national, or lawful permanent resident, be team-oriented, and be willing to take on a wide range of challenges. Once chosen for this position, if not already a VISTA member, you must go through the necessary paperwork to become a VISTA member. For more information, please visit: [http://www.americorps.gov/for\\_individuals/choose/vista.asp](http://www.americorps.gov/for_individuals/choose/vista.asp)

**Program Benefits:** Childcare assistance if eligible, Choice of Education Award (\$6,095) or End of Service Stipend (\$1,800) upon successful completion of service, Health Coverage, Relocation Assistance, Living Allowance (\$1,026/month), Professional Development, Housing Stipend of \$500/month.

**Application Requirements:** To apply, please visit: <https://my.americorps.gov/mp/listing/viewListing.do?id=88108&fromSearch=true> and complete a full application through AmeriCorps VISTA. Please contact CRC VISTA Leader Joseph Hawkins at [hawkins@crcamerica.org](mailto:hawkins@crcamerica.org) if you have any questions on how to apply.

**Community Resource Center:** This AmeriCorps VISTA position is managed through the **Rural Capacity Building VISTA Project** of the Community Resource Center (CRC). CRC provides this resource to its partners in rural communities, and manages the recruitment, orientation, and reporting required for VISTA members. Lake County Build a Generation serves as a sub-site of the Project, and will provide project and on-site supervision of the Development Coordinator VISTA.

**For More Information**

Lake County Build a Generation [www.lcbag.org](http://www.lcbag.org)

Community Resource Center: [www.crcamerica.org](http://www.crcamerica.org)

This Program is available to all without regard to race, color, national origin, disability, age, sex, political affiliation, or religion.

It is against the law for organizations that receive federal financial assistance from the Corporation for National and Community Service to discriminate on the basis of race, color, national origin, disability, sex, age, political affiliation, or, in most cases, religion. It is also unlawful to retaliate against any person who, or organization that, files a complaint about such discrimination.