



Development/Programming VISTA Job Description

Better Block Foundation is a nonprofit organization that empowers communities and their leaders to reshape their built environments to promote the growth of healthy and vibrant neighborhoods. The development/programming VISTA should understand and embrace this mission, and have a genuine passion for urban innovation and bettering cities according to their unique identities.

Position

Reporting to the managing director, the Development/Programming VISTA will help develop the development plan for a startup nonprofit, and create programming. Though the work has been going on for a few years, the nonprofit started late in 2015, and really started going in early 2016. There is great potential for the organization to grow from startup to maturity. We are looking for a VISTA to create and implement a development plan and to create and execute a programming plan for our headquarters.

This is a one-year position that lasts from January 29, 2018–January 29, 2019, and is based in Dallas, Texas.

Responsibilities

- Develop and execute Better Block's annual fundraising plan
- Manage the Customer Relationship Management (CRM) system, and oversee data entry and gift processing
- Create and execute a strategy for a large sustained base of annual individual donors
- Oversee organization of special events
- Develop and track proposals and reports for all foundation and corporate fundraising
- Develop and manage timelines for various fundraising activities
- Develop policies for development, which reflect ethical fundraising practices
- Prepare and submit grant applications as outlined in the fund development plan
- Develop and implement a programming calendar for the headquarters

Qualifications

- BA in related field
- Demonstrated excellence in organizational, managerial, and communication skills
- Knowledge of various Customer Relationship Management systems

Send your résumé and cover letter to Krista@betterblock.org. No phone calls please.