

VISTA Assignment Description (VAD)

Title: Development & Outreach Coordinator - Manna

Sponsoring Organization: United Way of Escambia County
Project Name: Strengthening our Community by Aligning Systems
Project Number: 16VSSFL002
Project Period: 06/11/2017 - 08/04/2018

Site Name (if applicable): Manna Food Pantries

Focus Area(s)

Primary: Healthy Futures
Secondary: Capacity Building

VISTA Assignment Objectives and Member Activities

Goal of the Project: Maintain, improve and expand systems for volunteer engagement and enhance outreach and development activities.

Objective of the Assignment (*Period of Performance: February 2017- February 2018*)

Expand the current volunteer program through increased engagement and improvement of systems to manage and retain volunteers. Outcomes: 12- Number of organizations engaged in group and special event volunteer opportunities. 120- Number of community volunteers managed by organizations or participants. 300- Hours of service contributed by community volunteers who were managed.

Member Activity: Research and learn about MANNA's current volunteer program, including differences in how we coordinate, schedule and track individual volunteers and how we coordinate, schedule and track volunteer groups and special event volunteers.

Member Activity: Coordinate, plan and lead volunteer groups at the Main Pantry and offsite at designated special events. Coordinate, plan and lead monthly Saturday Volunteer Day opportunities at the Main Pantry. Compile and produce monthly reports of all results including number of organizations engaged, number of volunteers and total hours served.

Member Activity: Create and conduct follow-up surveys in order to ensure a positive volunteer experience. Monitor the quality of the volunteer program and make adjustments where necessary to improve the volunteer experience.

Member Activity: Collect stories from volunteers about their volunteer experience. Provide written stories monthly to Development Director, Outreach Manager and other appropriate staff for marketing purposes, grants, and other fund development opportunities.

Objective of the Assignment (*Period of Performance: February 2017 - February 2018*)

Enhance and expand the organization's capacity to coordinate in-kind support through food drives and events. Outcomes: 10- Number of additional food drives and events coordinated per year

Member Activity: Research and learn about MANNA's current food drive and event coordination process.

Member Activity: Assist in the coordination and execution of designated food drives and events (some after hours and on weekends), to include managing volunteers, receiving donations, taking photos, making updates to social media, and other appropriate event coordination duties.

Member Activity: Compile and produce monthly reports of all results including number of food drives and events coordinated, number of pounds of food, in-kind value of food donations, and value of financial donations.

Objective of the Assignment (*Period of Performance: February 2017 - February 2018*)

Enhance the current grant management process and fund development strategies to increase support for the organization, especially related to the capital campaign. Outcomes: 10- Number of additional grant opportunities identified. 5- Number of grant applications supported and submitted.

Member Activity: Research and learn about MANNA's current grant management process and fund development strategies.

Member Activity: Support the current grant management process for operational and capital campaign funds, including writing proposals, conducting research, calculating statistics, and reporting impacts.

Member Activity: Research and identify potential new grant opportunities and make recommendations to the Development Director and Executive Director.

Member Activity: Assist Development Director in managing 3rd Party Fundraising Activities.