

## VISTA Assignment Description (VAD)

**Title:** Development Specialist VISTA

**Sponsoring Organization:** Central Missouri Foster Care & Adoption Association

**Project Name:** Central Missouri Foster Care & Adoption Association

**Project Number:** 17VSWMO002

**Project Period:** 04/16/2017 - 04/14/2018

**Site Name (if applicable):**

**Focus Area(s)**

**Primary:** Healthy Futures

**Secondary:**

### VISTA Assignment Objectives and Member Activities

**Goal of the Project:** The Development Specialist VISTA member will build organizational capacity of Central Missouri Foster Care and Adoption Association (CMFCAA) through researching and cultivating funding for at risk children in the CMFCAA service area. As a result of the VISTA member's service, CMFCAA will have the funding to develop sustainable foster, adoptive, kinship parent, donor, and volunteer programs. These results will allow CMFCAA to impact poverty by reducing the Adverse Childhood Effects (ACE) score that clients experience by preventing reoccurring trauma associated with patterns of abuse for foster and adoptive children.

**Objective of the Assignment** (*Period of Performance: 8.1.17 - 9.15.17*)

Assess the current state of Central Missouri Foster Care and Adoption Association's mission, programs, clients, and volunteers served.

**Member Activity:** Research the history of CMFCAA and the clients served.

**Member Activity:** Develop understanding of clients and legal framework of foster care and adoption in Missouri through local and community training.

**Member Activity:** Develop understanding of CMFCAA programs and best practices based on client surveys, professed needs, and state and national standards and research.

**Member Activity:** Research the current state of CMFCAA's fund development strategic plan, grant writing procedures, foster, adoptive, and kinship parent concierge service, and referral systems as well as best practices in the field of information tracking for trauma and abuse prevention. Based on this report, identify strengths and weaknesses of CMFCAA's current fund development strategy, and make a plan for improvement.

**Objective of the Assignment (Period of Performance: 9.1.17 - 9.30.17)**

Assess the current state of CMFCAA's fund development strategic plan, donor capacity, donor outreach procedures, and donor management systems.

**Member Activity:** Research best practices for developing and implementing a fund development plan.

**Member Activity:** Research best practices for communicating with donors, grantors, and community financial supporters.

**Member Activity:** Work with the CMFCAA Fund Development Strategic Plan team to determine priorities and steps taken to date.

**Member Activity:** Based on the above, identify strengths and challenges of CMFCAA's current fund development plan and make plan for improvement.

**Objective of the Assignment (Period of Performance: 10.1.17 - 2.28.17)**

Work directly with CMFCAA President to pursue funding to support the specific licensed programming that has been identified as critical to accomplishing the long term strategic goal of reducing the Adverse Childhood Experiences (ACE) score of foster and adoptive children.

**Member Activity:** Work with CMFCAA President and staff to understand current funding streams.

**Member Activity:** Familiarize oneself with local state tax credit program, state and federal grant processes, and foundational grant processes.

**Member Activity:** Research grant opportunities specifically in support of CMFCAA family finding programs, In Service training programs, Respite programming, and older youth programming.

**Member Activity:** Research grant opportunities specifically in support of general operational costs of CMFCAA.

**Member Activity:** Write a minimum of three grants with a target response goal of \$100,000 in support of programmatic or organizational goals.

**Objective of the Assignment (Period of Performance: 10.1.17 - 4.30.18)**

Establish a creative fundraiser or special event in CMFCAA service area in order to increase special event revenue by 15%.

**Member Activity:** Research current CMFCAA fundraiser and special event strategies.

**Member Activity:** Actively participate in current annual CMFCAA fundraising event.

**Member Activity:** Research and develop local community partnerships that would support and/or sponsor a creative special event/fundraiser.

**Member Activity:** Develop and implement a plan produce the special event/fundraiser.

**Member Activity:** Create a manual and timeline that would allow special event/fundraiser to be reproducible.

**Objective of the Assignment (Period of Performance: 10.1.17 - 4.30.18)**

Set up recruitment systems and build partnerships with community organizations in order to develop and implement a sustainable major donor campaign as well as leverage new partnerships in and among the underserved rural counties within the target population.

**Member Activity:** Work with Development Specialist VISTA to research community organizations, foundations, and businesses to identify potential community partnerships.

**Member Activity:** Develop partnerships with community organizations to identify target audiences.

**Member Activity:** Work with Marketing Specialist VISTA to create marketing materials for target audiences.

**Objective of the Assignment (Period of Performance: 1.1.18 - 4.30.18)**

Develop and implement a standard operating procedure for management and retention of donors in partnership with Recruitment Specialist VISTA.

**Member Activity:** Research best practices for recruitment and retention of major donors.

**Member Activity:** Research current CMFCAA systems of recruitment and retention of major donors (specifically, but not limited to, Salsa/Donor Pro system).

**Member Activity:** Identify strengths and challenges of current CMFCAA marketing toward major donors and develop and implement a plan for improvement.

**Objective of the Assignment (Period of Performance: 10.1.17 - 4.30.18)**

Create a sustainable legacy book outlining the fund development plan created by President and Development Specialist VISTA during the term of service.

**Member Activity:** Document fund development plan activities updated monthly in a legacy book for historical and reproducible purposes.

**Objective of the Assignment (Period of Performance: 10.1.17 - 4.30.18)**

Produce quality reports that can be used on social media, traditional media, as well as compiled for federal reporting requirement which demonstrate the anti-poverty and capacity building work being accomplished during your service term.

**Member Activity:** Complete monthly reports and annual reports as well as other progress reports (as assigned). a.Become knowledgeable about required and expected reporting.b.Develop strong tracking tools that align with the outcomes of your VAD and the performance plan to ensure that you are tracking your outcomes.c.Research ways to share the impact of your work in the community and develop a brief external engagement plan to be used over the course of your year of service.d.Ensure that materials you create during your year include the AmeriCorps VISTA logo and that your service site has the VISTA brand visible within the site.e.Support your site and intermediary with elevating stories of impact, playing close attention to events, meetings and interactions with elected officials or any other noteworthy engagement.f.Participate in, and engage others in, the national days of service and national days of recognitions as requested by your site.