



Position Description

Title: Recruitment & Resource Development Coordinator VISTA

Sponsoring Organization: Move for America

Site Name: Move for America

Focus Area(s): Capacity Building

About Move for America

Move for America strengthens democracy by catalyzing a generation of bridge builders. Fellows mobilize diverse groups in cities and towns to bridge divides and solve problems together. Through our Fellowship program, we improve outcomes in communities, foster long-term civic engagement, and increase community trust across lines of difference, while catalyzing leaders who are skilled in bringing people together.

Position Overview

The Recruitment & Resource Development Coordinator VISTA will be responsible for strengthening Move for America's programs through recruitment of Fellows, fundraising, and developing systems and structures that increase the organization's capacity for each as the organization grows.

Objective 1: Build a strong pipeline of candidates to accept the maximum number of people into our Fellowship program as possible.

- Identify and attend local recruitment events
- Develop marketing materials and social media content that promote recruitment
- Partner with Recruitment leader to act on core strategies for recruitment

Objective 2: Increase funds raised from individual and foundation partners

- Identify potential grant opportunities
- Draft grant proposals
- Acknowledge all donations
- Develop materials, messages, and digital content for donors
- Support fundraising event planning
- Gather and develop stories of Fellows and their impact

Objective 3: Develop internal systems and materials that improve efficiency and effectiveness of fundraising and recruitment.

- Partner with Salesforce developer to build and implement a CRM tracking system for recruitment and fundraising
- Build recruitment playbook
- Build fundraising systems and templates

Required Skills/Experience

- Willingness to commit to 12 months of service
- Passionate about our mission to bridge divides and strengthen civic dialogue
- Skilled communicator (oral, written, and visual)
- Demonstrated experience leveraging social media strategies to increase engagement
- Excited about working in a fast-paced, entrepreneurial environment
- Able to take initiative, work independently, and navigate ambiguity
- Strong interpersonal skills



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- Friendly, welcoming, positive presence
 - Skills in researching opportunities, partnerships, and systems
 - Ability to be on your feet for extended periods of time during events and transport materials
 - Some event planning experience preferred
 - Some experience in fundraising, recruitment, sales, or related fields preferred

Compensation and Benefits

As an AmeriCorps VISTA member, you will dedicate a year of full-time service to create or expand programs designed to empower individuals and communities in overcoming poverty. Benefits for this service include:

- AmeriCorps stipend of \$17,600
- \$6000 in housing support from Move for America
- Personalized training and coaching from experienced fundraising, recruitment, and marketing professionals on staff
- Inclusive Leadership training with the Move for America Fellows
- Professional networking opportunities
- Read more about additional AmeriCorps VISTA benefits:
americorps.gov/members-volunteers/vista/benefits

Affirmative Action/EEO statement

Move for America is an equal opportunity employer and prohibits discrimination and harassment of any kind in any part of our business and partnerships. Building a diverse and inclusive team is key central to our values and mission, and essential for our success. We humbly strive to ensure that the Move for America team environment is intentionally inclusive and reflective of the communities we serve. We hire talent with a transparent and equitable process for all who apply. All employment decisions are made without regard to age, race, ethnicity, national origin, religion, gender, sexual orientation, disability, medical history, or any other protected statuses. We believe our differences make us stronger and encourage all interested candidates to apply.

If you need application assistance or accommodation due to a disability, please contact libby@move4america.org or call 612-388-3259.