

## St. Vincent de Paul-Indianapolis Philanthropy Coordinator VISTA 2023-2024

St. Vincent de Paul-Indianapolis serves those living in poverty with resources to improve their lives. Work with donors and friends of the organization to raise money to support these programs!

- Term of service: June 5, 2023 – June 4, 2024
- To apply: <https://my.americorps.gov/mp/listing/viewListing.do?fromSearch=true&id=116396>
- For more information: Caleb Kulinski, Director of Advocacy & Partner Engagement, Indy Hunger Network, [caleb@indyhunger.org](mailto:caleb@indyhunger.org)

### Service Description:

St. Vincent de Paul-Indianapolis (SVdP) serves those living in poverty in central Indiana by providing families with food, homeless services, job training, and life skills. SVdP empowers those in need to lift themselves out of poverty to make lasting changes in their lives. In this role, you will thank donors for their support, acknowledge their gifts, and maintain SVdP's database of donor information. The VISTA member will also conduct research to find new donors, as well as write and design communications materials.

SVdP's philanthropy department works with donors in many ways, so this position will provide an excellent opportunity for those who are both new to this area of work or have previous experience. We are looking for an individual who has an interest in learning and commitment to quality.

The position also offers:

- Camaraderie with several other VISTAs serving under the Indy Hunger Network umbrella
- Team engagement activities, including bi-weekly meetings to discuss projects, socialize, and hear from guest presenters
- Mentoring, one-on-one coaching, and professional development trainings
- Assistance preparing for life after VISTA (resume review, interview prep, etc.)
- Opportunities to work with leaders in the hunger relief space
- Opportunities to work independently and lead on projects

The position is housed on the near northeast side of Indianapolis and may involve occasional travel. Indianapolis is easy to navigate, has a growing indie restaurant/craft beer/coffee scene, and lots of places to play and recreate!

### Member Duties:

The Philanthropy Coordinator VISTA will work closely with the Philanthropy Director to:

- Assist in the creation and maintenance of donor relationships
- Create and send written acknowledgements to donors
- Be responsible for the entering and maintenance of data in donor database
- Generate regular and ad hoc reports for analysis
- Research potential new sources of charitable donations
- Design and write materials for written communications and social media content

During your VISTA term, you will be one of several VISTA members serving under the umbrella of the Indy Hunger Network (IHN). IHN regards its VISTA members as a cohort moving through a transformational year-long experience. To help you maximize this experience, we employ a full-time staff member to provide mentoring and professional development to the VISTA.