

**ASIAN AMERICANS COMMUNITY EMPOWERMENT PROJECT
SITE NAME: CHINESE MUTUAL AID ASSOCIATION**



Resource Development Associate VISTA

Chinese Mutual Aid Association (CMAA) is a pan-Asian non-profit social service agency located in Chicago's Uptown community. CMAA's mission is to serve the needs, promote the interests, and enhance the well-being of immigrants and refugees from all ethnic backgrounds and generations from youth-seniors in Chicagoland and to foster their participation in American society. Visit www.chinesemutualaid.org for additional information. CMAA is an Equal Opportunity Employer.

AmeriCorps VISTA is a branch of AmeriCorps focusing on poverty. It is a one-year, 40-hour per week commitment; VISTAs may work outside of the VISTA position as long as it doesn't interfere with the position. VISTAs are not paid a regular salary but receive a monthly stipend and an education award upon completion of their service year. For more information on how to become a VISTA and the responsibilities and expectations of VISTAs, please visit: http://www.americorps.gov/for_individuals/choose/vista.asp

The position begins July 18, 2015, and the selected candidate will need to attend a mandatory AmeriCorp's Pre-Service Orientation from July 14-17 in Columbus, Ohio (costs are covered by AmeriCorps) prior to beginning the year of service with CMAA. The selected Resource Development Associate's first day at CMAA's office is on July 20, 2015, & the position is for one-year.

AmeriCorps*VISTA Member Commitment and Requirements

- Must be a U.S. Citizen, national, or lawful permanent resident alien
- Participation in an AmeriCorps*VISTA 3-Day Pre-Service Orientation (PSO) July 14-17, 2015 (Columbus, OH – travel and lodging costs will be reimbursed)
- Commitment to serve a full twelve-month service term (*estimated July 14, 2015-July 14, 2016*)
- Participation in a minimum of three National Days of Service
- Participation in an orientation, ongoing training, meetings, and professional development with Asian Americans Advancing Justice- Chicago
- Must not be listed in the National Sex Offender Registry database
- Be able to exhibit previous education, training, military, or work experience, and any other relevant skills or interests necessary to perform a specific VISTA assignment
- Be willing to live among and at the economic level of the low-income people served by the AmeriCorps project
- Cannot be enrolled in school except in limited circumstances, or be the subject of legal proceedings that may consume time needed for their assignments
- Cannot be a blood relation to site staff or board member (immediate family, grandparent/child, first aunt/uncle/niece/nephew/cousin)

AmeriCorps*VISTA Member Benefits

- Modest living allowance – approximately \$12,000 annual salary
- Relocation costs – if you are moving more than 50 miles to serve as a VISTA, you are eligible to receive up to \$500 to assist with your moving expenses.
- Segal AmeriCorps Education award of \$5,730 to pay for college or to pay off student loans after completing a term of service; OR
- End-of-service cash stipend of \$1,500 after completing a term of service
- Childcare benefits for qualifying members
- Non-competitive eligibility for a federal government position after completing a term of service
- Skill and Professional Development:
 - Memorable experiences
 - Highly developed skills
 - New friends
 - A sense of belonging to a community
 - Feeling of waking up every morning to help the world
 - A new challenge

Key Responsibilities:

Asian American Community Empowerment Project

According to 2010 US Census data, 87% of Illinois' Asian American population lives in the Chicago metropolitan area. The Census also reports that from 2000 to 2010, there was a 40% increase in the number of Asian Americans living in poverty in the Chicago – a growth rate higher than all other groups. The primary aim of this project is to combat poverty in the greater Asian American and Pacific Islander communities of Chicagoland by implementing initiatives that develop the structures and capacities of organizations to reach and operate at higher levels of efficiency and cohesiveness through volunteer management, resource development, and community outreach.

Resource Development

- Develop and expand a diversified funding stream for CMAA to increase the number of donors/donations at site organization
 - Research funding opportunities, build relationships, and create documents necessary to pursue and track these opportunities
 - Develop a fundraising plan
 - Recruit a fundraising committee
 - Identify resources for fundraising
 - Plan ongoing fundraising activities (1-3 per quarter)
 - Work with staff to develop/fine-tune outreach messaging, strategy, and materials to potential funders
 - Assist in preparation and delivery of funding proposals and materials
 - Follow up as needed with fundraising actions
 - Assist with fundraising event planning and execution

- Participate in collaborative planning and develop shared resources across the entire project to create more efficient, cost-effective service delivery
 - Meet with executive director and staff members to review and understand current organizational resource needs
 - Participate and attend a 1-2 day project orientation with Asian Americans Advancing Justice-Chicago and other VISTA members
 - Participate and attend monthly VISTA project member meetings by sharing and listening to best practices from different project organizations
 - Present about fundraising best practices and success stories to project members participating in capacity building project
 - Research, propose, and design a system to combine fundraising materials and resources for a coalition shared binder and/or online shared drive
 - Solicit input and organize materials from project members for the shared resource
 - Track fundraising actions and results
 - Present results of the VISTA activities and plans with coalition partners who are not participating in the capacity-building project, with the goal of securing their interest in implementing the fundraising best practices and actions
 - Work on a monthly project with the PAVE coalition that you will be trained on at the monthly meetings with other VISTA associates

Organizational Support

- Be part of the grant application process from the beginning till the end
- Develop/improve presentations, communication tools and methods of conducting outreach to potential funders and donors
- Help plan & execute CMAA events such as the annual dinner, Red Party fundraiser, and seminars
- Utilize CMAA's CRM software (Apricot) to track and maintain up-to-date records of former, existing and funders and donors
- Other development-related duties as assigned

Knowledge, Skills & Abilities

- Motivated and organized individual who can work by himself/herself as well as with a team
- Strong writing skills
- Ability to handle confidential information with great care
- Ability to exercise good judgment and handle sensitive matters as needed
- Familiarity with Microsoft Office and willingness to learn & utilize new tools
- Has patience and can be flexible with last-minute projects
- Possess strong cultural sensitivity and superior cross-cultural communication skills as CMAA helps people from all ethnic backgrounds and all generations or a have willingness to learn
- Ability to plan, organize and prioritize projects

Applying

Interested in becoming a VISTA member, joining CMAA's team and making a positive impact in the community while receiving VISTA benefits? Please click [HERE](#) to be directed to the AmeriCorps' VISTA position application and apply online for the Resource Development Associate position.