

## VISTA Assignment Description (VAD)

<b>AmeriCorps VISTA:</b> Paulina Darissa Rodriguez	
<b>Member ID:</b> 1290306	<b>Effective Dates:</b> 04/22/2016 - 04/21/2017
<b>Title:</b> Resource Development Specialist for New Americans in Las Cruces, NM	
<b>Sponsoring Organization:</b> Catholic Charities USA <b>Project Name:</b> CCUSA New Americans <b>Project Number:</b> 15VSANJ007 <b>Project Period:</b> 09/06/2015 - 10/29/2016	
<b>Site Name (if applicable):</b>	
<b>Focus Area(s)</b> <b>Primary:</b> Capacity Building <b>Secondary:</b> Other	

### VISTA Assignment Objectives and Member Activities

**Goal of the Project:** The Resource Development Specialist will help increase program capacity for immigrants and migrant workers in Southern New Mexico. The specialist will help assess the needs of clients and the community, develop relationships with community leaders and volunteers, research potential funding sources including private foundations, submit letters of intent (LOI), prepare grants and proposals, monitor progress, and provide timely and proper stewardship of donors. The Resource Specialist will also assist with organizing special membership events for the new Lumen Christi Society.

**Objective of the Assignment** (*Period of Performance: First 60 days*)

Situational analysis of current fundraising program, assessment of grant writing capabilities and opportunities.

**Member Activity:** Assess community needs, analyze current prospect lists and donor files, develop solicitation strategies in partnership with volunteers and community leaders, begin submitting proposals.

**Objective of the Assignment** (*Period of Performance: First 90 days*)

Fundraising capacity building

**Member Activity:** Develop grant opportunities, submit funding proposals, monitor progress and success, refine process and approaches as needed. Initial planning for annual Lumen Christi Society fundraising dinner.

**Objective of the Assignment** (*Period of Performance: Six to twelve months*)

Fundraising capacity building, continued

**Member Activity:** Funding opportunities researched, relationships with private funding sources developed, letters of inquiry (LOI) and grants submitted, grant reports created and submitted as needed, stewardship of donors as necessary. Organize annual Lumen Christi Society fundraising dinner, manage fundraising follow-up appeal to increase membership in the Society.