

## VISTA Assignment Description (VAD)

<b>Title:</b> Development Assistant
<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> Houston, Texas
<b>Focus Area(s)</b> <b>Primary:</b> Capacity Building <b>Secondary:</b> Economic Opportunity

### VISTA Assignment Objectives and Member Activities

**Goal of the Project:** The goal of this opportunity is to develop new marketing and development strategies to benefit the Refugee Resettlement and Cabrini Center for Immigration Legal Assistance. This includes strengthening community relationships through the development of third party events, submitting grant requests to funders, and networking with other community organizations.

#### **Objective of the Assignment** (*Period of Performance: FY 2016-2017*)

Objective 1: Creation of third-party events that benefit identified programs.

**Member Activity:** Activity: 1) Create a portfolio of prospective long-term partners through research and outreach to community organizations and business; 2) work with marketing to develop a “packet” for their program, which can be given to prospective partners to include: photos, brochures, program summaries, articles, etc.; 3) meeting with a presenting opportunities to identified prospective partners; 4) organizing and facilitating the establishment of the third-party event(s); 5) attendance at third-party event(s)

#### **Objective of the Assignment** (*Period of Performance: FY 2016-2017*)

Objective 2: Writing and submission of grant proposals to prospective funders.

**Member Activity:** Activity: 1) Research and identify small grant and sponsorship opportunities, primarily with local businesses; 2) work with Senior Grant Writer to identify which opportunities to move forward with; 3) create narrative for application with guidance from the Senior Grant Writer; 4) review and proofread other grants as requested by development and program staff; 5) package and submit small grant proposals per deadlines with guidance from the Senior Grant Writer.

#### **Objective of the Assignment** (*Period of Performance: FY 2016-2017*)

Objective 3: Cultivate and strengthen relationships with community organizations and businesses.

**Member Activity:** Activity: 1) Attend functions and events such as luncheons, dinners, happy hours, and other networking events which may include working on weekends; 2) socialize with others at events while representing Catholic Charities and sharing information about our work, mission/vision, programs, and impact; 3) obtain and consolidate information from business cards and contact information, which will be used in the creation of the portfolio of prospective long-term partners (see objective 1).