



VISTA Development Specialist Job Description

VISTA Volunteer Assignment Description (VAD)

Assignment: Development Specialist

Goal: To combat the growing issue of hunger in Tampa, Trinity Cafe's VISTA project will help increase the efficiency and capacity by helping to raise more revenue to increase the number of meals served in Tampa.

Vista Member Activities and Steps

Activity 1: Assess and streamline donor acknowledgement process.

Step 1: Train with Database Administrator to learn donor database functions and the organization's data entry guidelines and procedures.

Step 2: Develop donor acknowledgement and online letter templates and related donation follow-up correspondence.

Step 3: Create standardized information binder for use by development department to recruit, train, and retain volunteers in donor/donation entry.

Summary of Accomplishments/Comments:

Accurate contact information and timely correspondence with donors increases the likelihood of future contributions to Trinity Cafe at or above the initial donation. Complete written procedures for administrative tasks critical to the donor acknowledgement program.

Activity 2: Proactively seek opportunities to engage new donors with Trinity Cafe's targeted annual fundraising events and Provision Partner program.

Step 1: Conduct research and develop prospect lists for solicitations for targeted annual fundraisers and Provision Partner program.

Step 2: Develop donor solicitation and acknowledgement letter templates for use in event and solicitation mailings.

Step 3: Conduct post-mailing phone calls to follow up with potential donors to secure support for events.

Step 4: Perform timely and accurate data entry to track secured donations.

Summary of Accomplishments/Comments:

Secure a minimum of 10 restaurants to participate. Complete a minimum of 30 restaurant solicitation and follow-up activities. Develop best practices for Trinity Cafe restaurant recruitment.

Activity 3: Develop monthly donor program to engage new donors with Trinity Cafe.

Step 1: Conduct research and develop monthly donor development plan.

Step 2: Develop donor solicitation and acknowledgement letter templates for use online and solicitation mailings.

Step 3: Conduct post-mailing phone calls to follow up with potential donors and steward monthly donor support.

Step 4: Maintain timely records of donations secured.

Summary of Accomplishments/Comments:

Complete a minimum of 30 monthly donor solicitation and follow-up activities. Develop best practices for monthly donor recruitment.