



**VISTA Position Description**

Development and Volunteer Program Associate

**Organization:** Saving KidSight

**Organizational Mission:**

KidSight’s Mission is to prevent vision conditions and promote healthy vision in children. At KidSight, our goal is simple: to provide free vision screenings for every child under 6-years-old in Missouri. Our KidSight Mobile Vision Screening program goes out to preschools, daycare centers, Head Start sites, and community events across the state. KidSight’s wraparound service follows up with families of referred children to insure that appropriate treatment is received.

**Location:** Saving Sight Offices, 10560 N Ambassador Dr., Kansas City, MO 64106

**Summary of Position**

The VISTA will build the capacity and infrastructure of KidSight to better serve families living in poverty affected by vision disorders. The VISTA member’s first goal will improve and develop volunteer recruitment and partnerships in order to recruit new audiences of diverse volunteers. The second goal will be to enhance the fundraising program. Activities will include improving the cultivation and relationship processes for donors and the development of new fundraising strategies.

**Primary Responsibilities**

* Improve existing donor cultivation processes for annual giving. Develop all supplementary materials and engagement plans to support process improvement.
* Develop and implement a replicable fundraising event.
* Implement the fundraising event in other parts of the state.
* Create and implement a 3rd Party Fundraising program that includes outreach, policies and procedures, and promotion.
* Improve existing volunteer recruitment program in order to bring in diverse volunteers and increase total participation.
* Develop outreach and engagement plans for potential partner agencies and organizations, including universities, nonprofits, and corporations, that will enhance the volunteer program.
* Work with the volunteer coordinator to develop a reporting and evaluation strategy for the volunteer program.

**Preferred Qualifications**

KidSight is looking for individuals who excel at working independently, who are able to adjust to changes quickly and with grace, who have a positive stakeholder orientation, and who can sustain attention to detail.

Specific qualifications include:

* Experience as a volunteer required
* Nonprofit experience a plus.
* Excellent interpersonal, written, verbal, and phone communication skills required. Public speaking experience a plus.
* Strong organizational skills, problem-solving abilities and attention to detail.
* Ability to quickly learn new technologies, software, and applications; including Microsoft operating systems, Microsoft office, general database and web-based applications.
* Bachelor’s degree or equivalent combination of education and experience is important. Public Health, Social Work, Public Administration, Early Education, or optometry experience a plus.
* Able to work a flexible schedule. Some weekends and evenings required.
* Employee will be required to travel and arrange own transportation. (Drivers must have valid driver’s license, personal vehicle, and acceptable driving record as determined by the organization.)

**Contact:**  For more information about this position, please contact:

 Katherine Patterson-Paronto, Executive Director

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 573-777-8554