



## VISTA Position Description

### Fundraising Specialist



**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 ensure that appropriate treatment is received, with a focus on underserved families.

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

**Summary of Position**

The VISTA Fundraising Specialist will build the capacity of KidSight by improving the fundraising program and processes with a focus on writing. The VISTA will work with KidSight's executive director to enhance KidSight's fundraising communications strategy and grant strategy. Activities will include improving the relationship processes for donors and the development of a grant strategy. The VISTA position is an opportunity to develop KidSight's ability to serve children and their families while gaining valuable experience in nonprofit operations.

**Primary Responsibilities**

- Create the fundraising communication plan in coordination with the Program Manager who creates the overall communications plan
- Create content specific to donors and the fundraising audience for a variety of media, including e-newsletters, direct mail campaigns, social media, website, etc.
- Research and create a grant strategy focused on capacity building and increasing equipment (specifically photo screeners.)
- Write grants focused on capacity building and increasing equipment inventory.
- Work with the VISTA Outreach Specialist to coordinate outreach and fundraising efforts.
- Work with the VISTA Volunteer Specialist to coordinate fundraising and volunteer efforts.

**Preferred Qualifications**

KidSight is looking for individuals who excel at working independently and with a team, 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:

- Nonprofit experience a plus.
- This position is centered on writing. Excellent interpersonal, written, verbal, and phone communication skills required. Public speaking experience a plus.

- Strong organizational skills, problem-solving abilities and attention to detail.
- Bachelor's degree or equivalent combination of education and experience is important.
- English, writing, fundraising, marketing, communications, public health, social work, or vision health care experience/education a plus.
- Ability to quickly learn new technologies, software, and applications; including Microsoft operating systems, Microsoft office, general database and web-based applications.
- 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  
[kpattersonparonto@kid-sight.org](mailto:kpattersonparonto@kid-sight.org)  
573-777-8554