



## CAC AmeriCorps

*Position Description*

**Donor Development Specialist**



- Dates of Service:** August 2<sup>nd</sup>, 2021 – August 1<sup>st</sup>, 2022
- Partner:** Big Brothers Big Sisters of East Tennessee
- Location of Service:** The Regas Building  
318 N. Gay St., Suite 100, Knoxville, TN, 37917
- Supervisor:** Operations Manager

### **About CAC AmeriCorps:**

Established in 1994, CAC AmeriCorps is a national service program that combines elements of traditional conservation practice with community action that informs our work and places it in the broader context of the region. CAC AmeriCorps members serve to improve public lands, streams and greenways, educate the public, meet immediate human needs, eliminate barriers to employment, contribute to healthier lifestyles, and build volunteer capacity to enhance the ability of our partners to get things done. We are committed to human and environmental justice in our communities through enduring acts of service.

### **Position Summary:**

Big Brothers Big Sisters of East Tennessee (BBBS-ETN) creates and supports one-to-one mentoring relationships that ignite the power and promise of youth. Outcomes include avoidance of risky behaviors, like drugs and alcohol; better relationships with parents, teachers, and friends; and higher educational success. Through data management, fundraising process improvements, and general outreach, the VISTA Member will increase the functionality of the organization. Through data management, fundraising process improvements, and general outreach, the VISTA Member will increase the functionality of the organization. This capacity- building work will increase BBBS-ETN's ability to effectively grow and manage its mentoring program, moving children faced with challenges - financially or otherwise – to bigger futures.

This opportunity will provide the member with an opportunity to become very familiar with nonprofit data management, as well as principles related to donor stewardship and retention. The data gathered and managed by this member will be utilized in grants, solicitations, general outreach, and more. The incumbent may also have the opportunity to develop relationships with donors and supporters through events and other initiatives.

**Minimum Qualifications:**

Education

High School Diploma

**Position Requirements:**

With the continuation of the Pandemic, member should be able to work remotely, with access to a reliable internet source, but also be able to be in the office a couple days a week, working in line with supervisor. Member will also need to be proactive, with ability to work efficiently.

**Member Benefits Include:**

- A modest living allowance of \$13,876.38, or, \$513.94 bi-weekly (pre-tax), paid over 52 weeks.
- Education Award of \$6,345 that can be applied to student loans and/or future education expenses.
- Health insurance premium subsidy paid by program for members who are covered by a Bronze, Silver, or Gold plan in the health insurance marketplace (healthcare.gov) and are not already covered by a parent, spouse, Medicaid, Medicare, or Military healthcare benefits.
- Health insurance allowance plan that reimburses for out-of-pocket expenses for those already covered by a health insurance plan.
- Access to TeleDoc, a virtual healthcare resource.
- Relocation (50+ miles) and Close-of-Service travel allowance of up to \$1,000
- Settling-In Allowance of up to \$750 (must be requested).
- Non-Competitive Eligibility status for federal hiring up to 1 year after completion of your term.
- Worker's Compensation
- Child Care Reimbursement
- May be eligible for Supplemental Nutrition Assistance Program (SNAP). In-house SNAP benefits specialist available to provide assistance in determining eligibility.
- May be eligible for utility bill assistance. In house specialists available to provide assistance with determining eligibility.
- Staff assistance with identifying housing.
- Professional development and networking opportunities.
- 20% discount in tuition for Carson Newman's online MBA in Nonprofit Leadership program.

**Equity and Inclusion:**

The Knoxville-Knox County Community Action Committee (CAC) is an Equal Opportunity Employer and will take action to ensure that employees are treated equally without regard to race, color, national origin, sex, age, handicap, cultural or religious convictions. CAC AmeriCorps provides reasonable accommodations to applicants and employees. Applicants with disabilities may request reasonable accommodation at any point in the employment process.