



# The Bottom AmeriCorps

*Position Description*



**The Bottom Fundraising and Community  
Outreach Coordinator**

**Dates of Service:** January 18, 2022 – January 17, 2021

**Partner:** The Bottom

**Location of Service:** The Bottom 2340 E Magnolia Ave, Knoxville TN 37912

**Supervisor:** Executive Director

## **About The Bottom:**

Named after the Black neighborhood and business center in East Knoxville that was demolished by urban renewal in the 1950s, The Bottom was established in January 2020 as a community space. In response to issues of Black dispossession and displacement, The Bottom was conceptualized as a justice and equity project centered in space reclamation, reimagination and transformation. Given the historical obstacles for Black Knoxvillians to claim space, a collective effort is required to hold Black space in Knoxville and to engage in place making practices. Recognizing historic and systemic injustices that have indirectly impacted Black people and places is also required to respond and heal from related trauma. The Bottom proclaims space for Black people to build community, celebrate culture, encourage creativity and share our history -- together!

The Bottom serves the community in a multitude of ways. Our space and our work continue to transform depending on the community's needs. One of the central tenets of the Bottom's mission is resourcing the creativity of Black people through curated events, ongoing projects, training and shared resources, and physical space. In fulfilling this part of our mission, we are particularly involved in skill-building work. We recognize that in Knoxville, the black community has a 42 percent poverty rate, which is unacceptably high. Our work centers this community in hopes that we can impact individuals & families by helping them develop and establish creative, leadership, and entrepreneurial skills among others that will allow them opportunities to sustain themselves and build power.

## **Position Summary:**

The VISTA member will play a critical role in expanding the capacity of The Bottom's grant-writing efforts by writing grants, updating a grants calendar and developing standard language that can be used in grant development. The VISTA member will work closely with The Bottom's Executive Director and other members of our team to accomplish this. This work will help eliminate unnecessary barriers to raising private and other kinds of revenue that would support our mission. It will also make grant-writing more

streamlined, efficient and effective. This member will also work with other staff at The Bottom to establish relationships with organizations in the areas we serve, to increase our outreach and community participation.

Key activities of the VISTA member will include: 1) Identifying potential funders and funding sources, 2) Assisting staff in preparing grant proposals, 3) Revise internal grant preparation and submission processes and procedures, 4) Enhancing processes and procedures around The Bottom grant and donation database, and 5) Preparing communications materials to alert internal and external audiences about grant funding, (6) Assist in fundraising event planning and execution, (7) Research the local and nearby communities to identify partnerships (8) Generate a contact list for outreach efforts (9) Maintain regular communication with partners.

### **Minimum Qualifications:**

#### Education

- Bachelor's Degree in nonprofit management, African American Studies, community development, social services or related field preferred.

#### Position Requirements:

- Competent research technology skills.
- Excellent people skills: able to work with people from a variety of backgrounds; in particular working with community members of the black diaspora, and our allies.
- Excellent communication skills - both written and verbal. This person should have a good track record of building lasting professional relationships.
- Solid organizational skills. This position will require tracking, reporting, and synthesizing lots of information over time.
- Comfortable working in an inclusive, but often all-black/African American space.
- Self-starter with an entrepreneurial spirit able to chart new paths and try new things given support and direction from the Director of Outreach.
- This person should have initiative, independently identifying duties that needs to be done, or asking for tasks when there are no obvious ones.

### **Member Benefits Include:**

- As of August 15<sup>th</sup>, 2021, the Knox County living allowance rate is set at \$41.10 per day, or \$15,001.50 over the course of the service year (\$575.40 bi-weekly pre-tax).
- 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.