

## **Chicago**

**Housing Action Illinois:** [www.housingactionil.org](http://www.housingactionil.org) – 1 VISTA Development Associate with training in July or August

Housing Action Illinois works to increase and preserve the supply of decent, affordable, accessible housing in Illinois for low-and moderate-income households.

### **Summary of Primary Job Functions:**

- research, development and implementation of fundraising strategies including grant writing and special events management that create sustainable programs.

### **Duties and Responsibilities of Development VISTA:**

- Develop and implement fundraising methods and events.
- Research foundations and corporations that have not ever given or not recently given to Housing Action Illinois.
- Collaborate with other staff on the annual conference.
- Research best practices nationally for developing a successful, annual fundraising plan.
- Have responsibility for organizing and communication with Housing Action Illinois members in efforts of fundraising.

### **Qualifications:**

- Bachelor's Degree preferred.
- Strong problem solving and group work leadership skills.
- Ability to interact with people of all ages and cultural backgrounds.
- Ability to work independently and as part of a team.
- Sound computer skills.
- Effective oral and written communication skills.
- Ability to work flexible hours.