

Gurnee

Lake County Residential Development Corporation – www.lcrdcil.org --

1 VISTA Volunteer Associate training in July

Lake County Residential Development Corporation provides affordable housing in communities where little or no affordable housing is typically available.

Summary of Primary Job Functions:

- Position includes resource development, fundraising and capacity building for transitional housing program and creation of program and organizational information for Board of Directors and targeted population.

Duties and Responsibilities

LCRDC Board Capacity Building

- Create a Board of Directors Manual.

LCRDC Scattered Site Program

- Assist LCRDC staff in creating a property management handbook to ensure all documents are identified for potential tenants, current tenants, and property turnovers.

Mary Pat Maddex Place Transitional Housing Program

- Evaluate current fundraising methods and events.
- Recommend changes to the Advisory Board to improve current fundraising events.
- Explore new funding sources by researching area corporations and foundations.
- Research best practices nationally for developing a successful, annual fundraising plan.
- Develop a handbook for tenants of the transitional housing program to assist them in locating and establishing permanent housing. Create a workshop presentation that LCRDC staff can present to the tenants based on the information in the handbook

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.