

The Sanneh Foundation Fundraising & Development Vista



The Sanneh Foundation Overview

The Sanneh Foundation (TSF) is a Minnesota based 501(c)3 created to serve the holistic youth development needs of the increasingly diverse state of Minnesota. TSF's mission is to empower youth by supporting and promoting educational attainment through in-school and after-school support, improve lives by providing programs that strengthen physical health and social and emotional development, and unite communities by advancing diversity, equity, and community well-being.

The Sanneh Foundation Fundraising & Development VISTA Responsibilities

- Institutionalize TSF trainings by creating a customized training video library of webinars that can guide future TSF fundraising and development team members in uniquely identifying, acquiring, and retaining individual, corporate and/or civic donors/partners
- Develop a Year-Round Grants Calendar and Grants Management Calendar that supports the system of writing, editing and submitting grant applications
- Update Library of Institutional Assets formed by preceding AmeriCorps VISTA Service Members that contain a knowledge base of new materials developed
- Expand and improve documentation systems for all correspondence, donations received, sponsors procured, volunteers, etc.
- Grow the institutional knowledge of the organization by improving how the organization captures *stories of triumph* and *stories of success*—exhibited by Dreamline participants and/or as it relates to the elimination of poverty—in real-time
- Develop community relationships to procure auction items and sponsorships for fundraising events

AmeriCorps Eligibility Requirements

- Must be at least 18 years old
- Have a high school diploma or GED
- Be a U.S. Citizen or U.S. National or have status as a Lawful Permanent Resident Alien
- *Please note that final candidates will be required to successfully pass a background check before being officially enrolled as an AmeriCorps VISTA Member.*

The Sanneh Foundation Preferred Qualifications

- Interest in youth, service, education, and non-profit work
- Strong written and oral communication skills
- Ability to deal effectively with a variety of tasks, priorities, and people in order to meet goals
- Self-motivated, able to work in a team, take initiative and work independently
- Able to present oneself in a highly professional manner and be an ambassador of the program

- Work or volunteer experience with organizations serving youth or underserved communities
- Car is highly recommended
- Ability to set priorities and manage multiple projects simultaneously and meet deadlines
- Ability to work independently as well as cooperatively in a team environment
- Proficient in Microsoft Office and Google Apps
- Prefer Associate's Degree or higher

Weekly Schedule

- AmeriCorps VISTA Members serve in a full time capacity for a minimum of 40 hours per week during their term of service
- AmeriCorps VISTA Members may NOT be in school full-time or have another full-time position and serve

Benefits

As a full-term AmeriCorps member, VISTAs serve full time for 12 months & receive: Modest Living Allowance (approximately \$472 pre-tax biweekly); Health Care Allowance (~\$7,900 that can be applied to any out of pocket costs, cannot go towards premiums, non-essential health expenses, or dependents); Qualified Student Loan Forbearance; \$6,095 Education Award or cash stipend (approx.. \$1,800) upon successful completion of service; Ongoing, extensive support and training. For VISTAs relocating more than 50 miles: \$750 settling-in allowance in addition to mileage reimbursement.