



## VISTA Engagement and Stewardship Coordinator Job Description

### Organization Overview:

Located in the beautiful rolling hills of central Kentucky, Life Adventure Center is a 575-acre 501(c)3 that *uses outdoor adventures to transform lives affected by trauma-building more resilient people for a better world.* Our programs combine evidence-based theories of experiential education, psychology, meditation, neuro-plasticity, equine-assisted learning and therapy, and therapeutic recreation, using modalities and challenges to build resiliency, communication, teambuilding, leadership skills, and growth in the participants we serve. So much more than recreation, LAC provides experiences with intentionality and guided facilitation to underserved populations, youth and adults alike, who may be recovering from traumatic experiences including but not limited to human trafficking, substance abuse, loss of a parent to incarceration, and domestic violence, in efforts to heal, build resilience, and growth.

### VISTA Engagement and Stewardship Coordinator Position Summary:

The VISTA Philanthropy and Training Coordinator will help build the capacity of Life Adventure by helping us grow our fundraising pipeline and increase the frequency we communicate with potential donors and community partners; ensure Life Adventure Center can continue to provide our programming at a free or reduced cost by researching grants and assisting with grant applications and grant stewardship; and help our community learn about the work we do at Life Adventure Center to build awareness for our mission through special events and updating our donor database.

### Job duties and responsibilities (other duties may be assigned):

- Attend sessions with participants including camps and retreats and take pictures and videos of activities and confirm video/picture release of those being photographed.
- Develop a social media and outreach marketing plan for our fall giving week, and prepare marketing materials for same
- Create stewardship materials to keep donors (individuals, corporate, and foundation) updated about the impact of their donations.
- Research new and existing grant opportunities, highlighting potential impact and most promising opportunities.
- Review current grant reporting requirements and develop protocols around collecting information needed for grant reporting from program staff and others.
- Develop materials for potential grantors to help tell the story of Life Adventure Center, and the impact of our work.

*Life Adventure Center is committed to Equal Employment Opportunities (EEO) without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, pregnancy, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws. Please inform Executive Director if you cannot perform the job functions as described. Every effort will be made to provide reasonable accommodations.*

- Develop in-person or virtual events to share with our community about the work we do at Life Adventure Center, and the impact we are having on the Central Kentucky community.
- Produce materials with the help of LAC Staff to share with community members during public facing events like our pumpkin train, golf scrambles, donor volunteer events, community festivals and more.
- Develop protocols around keeping our donor database updated, and help clean up donor records to assist with institutional knowledge being retained to help the organization continue to grow.
- As with all positions at LAC, this position extends beyond work as a role model to youth in our community, especially with regard to *trauma-informed care, growth mindset, respect, communication, leadership and teamwork*-values promoted in our programming.
- Provides services in manner that respects individual dignity and cultural heritage.

### Qualifications:

- 18+
- Organized and detail-oriented.
- Creative and adaptable.
- Able to pass background check.
- Able to pass a drug test.
- Able to work up to 40 hours a week.
- Able to complete 12-months of service.

### Position Reports to:

- Director of Philanthropy and Engagement or their designee

### Will be evaluated by:

- Director of Philanthropy and Engagement or their designee

### Compensation:

- Americorps members receive: a modest living stipend, money for college or trade school, professional development, Loan deferment and interest forbearance, and more. For more information, please visit:

<https://www.americorps.gov/serve/what-to-expect>

- Note: Life Adventure Center may also be able to provide housing, depending on need of the Americorps VISTA member.

### Application Process:

- All VISTA applicants must submit a resume & cover letter to [laurel@lifeadventurecenter.org](mailto:laurel@lifeadventurecenter.org) (please cc: [vista@plantory.org](mailto:vista@plantory.org)) and also apply on [my.americorps.gov](http://my.americorps.gov) site.