



## **Development Coordinator VISTA Help Save the Bees Foundation**

### **Synopsis:**

The primary function of the Development Coordinator VISTA will be to research and write grants and develop a fundraising plan to support the mission of Help Save the Bees Foundation (HSBF).

Secondarily, the Development Coordinator VISTA will research, evaluate, recommend and implement nonprofit “Best Practices” that will enhance HSBF’s operational effectiveness.

### **About Help Save the Bees Foundation:**

Founded in 2019, HSBF is a non-profit 501 (c) (3) educational organization, based in Reno, NV; serving the Reno/Sparks Metropolitan area, the agricultural width and breadth of the USA, and economically depressed portions of the Planet Earth.

Help Save the Bees Foundation helps, inspires and educates others about the fascinating nature and vital importance of bees, the challenges they face, and their impact on our planet and the human race. The USDA estimates that pollinating insects, primarily honey bees, provide \$15 billion worth of agricultural improvement, helping to keep the cost of food within reach of the populations that need basic nutrition the most. And yet bees and pollinators are facing the biggest challenges ever: researchers tell us that insect populations have declined 40% over the past 10 years due to deforestation, urbanization, and overuse of pesticides. HSBF seeks to mitigate these challenges through the restoration of habitat, the reduction of the use of pesticides, and through education, with an emphasis on youth, marginalized, and underserved communities.

### **Position Description:**

As a Foundation whose mission is to provide funding and support for research and activities that improve pollinator health, a fundamental and critically important function is fundraising. Ultimately, the success of our mission hinges on the success of our fundraising. The HSBF Development Coordinator will help build capacity and implement a sustainable fundraising plan to support our mission.

Additionally, our Development Coordinator will research, analyze and implement nonprofit best practices and procedures that fit our organization. Although secondary to fundraising, this function will enable our young foundation to advance from a startup to an established, stable, and sustainable organization.

**Service Location:** Reno, NV

**Timeline for Service:** January, 2023 - January, 2024

### **Primary Responsibilities**

- Assess and improve HSBF’s current fundraising methods;
- Develop and improve donor and sponsor tracking and reporting;

- Research, analyze and implement nonprofit “Best Practices”;
- Maintain and coordinate two pre-existing websites;
- Schedule and coordinate outreach events;
- Coordinate email accounts at [helpsavethebeesfoundation.org](http://helpsavethebeesfoundation.org);
- Research and implement processes to ensure integrity and concurrency in our donor, vendor, beneficiary, and subscriber data bases.

**Qualifications:**

- High School Diploma; Bachelor’s degree or progress toward higher education preferred;
- Commitment to the Help Save the Bees Foundation mission and vision;
- High degree of initiative and spirit of service;
- Environmental consciousness;
- Ability to multi-task with a tolerance to shifting priorities;
- Exceptional organizational skills;
- Strong oral and written communication skills;
- Strong interpersonal skills;
- Preferred: experience in Grant Management;
- Preferred: experience with Website Management and SEO;
- Preferred: experience office management, Microsoft Office apps, including Access.

**AmeriCorps VISTA:**

Help Save the Bees Foundation’s Community Engagement and Marketing Coordinator VISTA is funded by the Corporations for National and Community Service and will serve within the AmeriCorps VISTA program. AmeriCorps VISTA is the national service program designed specifically to fight poverty. Each VISTA member makes a year-long, full-time commitment to serve on a specific project at a nonprofit organization or public agency. To learn more about the AmeriCorps programs visit [americorps.gov](http://americorps.gov).

**Compensation:**

- In return for their service, AmeriCorps VISTA members receive a living allowance of approximately \$17,600 pre-tax.
- Health benefits during service.
- Childcare opportunities (if applicable).
- Qualified student loan deferment or forbearance.
- Non-competitive eligibility for qualified government jobs the first year after completing service.
- Upon completion of service, choice of Segal AmeriCorps Education Award of approximately \$6,000 or post-service stipend of \$1,800.
- A relocation settling-in allowance of no less than \$750 if you are moving more than 50 miles, and travel allowance based on mileage may also apply.
- Professional development through monthly trainings, skills learned in service, experience in a non-profit environment.
- HSBF also offers a 32-hour work week, flex time, mileage reimbursement for service-related travel, a casual dress code, and a fun office environment working with other VISTAs serving at Truckee Meadows Parks Foundation.

To Apply:

Submit your application by emailing a cover letter and resume to Ray Hopper at [ray@helpsavethebeesfoundation.org](mailto:ray@helpsavethebeesfoundation.org). Applications may also be submitted through [my.americorps.gov](http://my.americorps.gov).

Visit the HSBF website <https://www.helpsavethebeesfoundation.org> or call Ray at 775.420.8081 for more information.