

VISTA Assignment Description (VAD)

Title: VFN Membership Services Specialist VISTA

Sponsoring Organization: DEPARTMENT OF SOCIAL SERVICES

Project Name: Virginia Capacity Building Project

Project Number: 16VSSVA001

Project Period: 09/10/2023 - 09/07/2024

Site Name: VDSS Virginia Service Commission

Focus Area(s)

Primary: Healthy Futures

Secondary:

VISTA Assignment Objectives and Member Activities

Goal of the Overall VISTA Project: The goal of this VISTA project is to build connections and infrastructure for collective learning and collective action within the philanthropic sector in Virginia by helping to operationalize the Virginia Funders Network (VFN) Strategic Framework for regional membership engagement as VFN members address economic inequities in Virginia communities through grantmaking. The VISTA will also develop and implement digital resources for members to enhance networking, funding, and collaboration among members.

Objective of the Assignment

Provide support to the Virginia Funders Network Regional Membership Engagement Expansion.

Member Activity (09/10/2023 - 09/07/2024): Support the facilitation of virtual and in person meetings with VFN members and partners.

Member Activity (09/10/2023 - 09/07/2024): Create and coordinate regional listservs to maintain effective communication.

Member Activity (09/10/2023 - 09/07/2024): Update VFN's Salesforce CRM with information gleaned during regional meetings.

Member Activity (09/10/2023 - 09/07/2024): Document and summarize other materials to participants post regional gatherings

Member Activity (09/10/2023 - 09/07/2024): Collaborate with Director of Member Engagement and Learning to document progress of expansion efforts and develop materials for use in regional engagement.

Member Activity (09/10/2023 - 09/07/2024): Serve as coordinator for regional gathering sessions and attend in person gatherings as available.

Member Activity (09/10/2023 - 09/07/2024): Attend VFN's Annual Conference and support planning for regional agendas.

Objective of the Assignment

Create tools for member networking and engagement that will outlast their time in the VISTA program.

Member Activity (09/10/2023 - 09/07/2024): Conduct research on VFN members on funding priorities and grantmaking processes and document results.

Member Activity (09/10/2023 - 09/07/2024): Create a digital directory with information collected. The VISTA will plan as to when the directory should be revisited and updated in the future.

Member Activity (09/10/2023 - 09/07/2024): Document and make recommendations for best practices for future resources.