



**Salary:** Please visit [www.AmeriCorps.gov](http://www.AmeriCorps.gov) to view salary and benefits package.

**Education:** Bachelor (BA, BS, etc.)

**Location:** Redwood City, California, 94063, United States

**Type:** One Year, Full time

**Last day to apply:** September 25<sup>th</sup>, 2007

**Area of Focus:** Community Building and Renewal, Community Service and Volunteering, Foundations, Fundraising, Philanthropy, Housing and Homelessness

**Description:**

Peninsula Habitat for Humanity builds homes for low-income families in San Mateo County through volunteer and community support.

We are seeking a Fund Development Coordinator to serve as an AmeriCorps VISTA for one year. The AmeriCorps VISTA program is a federal service program that works with low-income communities to eradicate poverty in the United States. Please visit [www.AmeriCorps.gov](http://www.AmeriCorps.gov) to learn more about the VISTA program.

The Fund Development Coordinator will work with the Development Department to build the infrastructure necessary to successfully carry out Peninsula Habitat for Humanity's annual events and campaigns. The Fund Development Coordinator will be instrumental in building a Special Events Committee, conducting targeted research with regard to potential corporate partners and campaign participants in various industries, and documenting the planning processes of fundraising events and campaigns for future use.

**Additional Qualifications:**

- Willingness to learn about the affordable housing crisis in the Bay Area
- Strong oral and writing skills
- Ability to work with, interact with and make presentations to a wide array of ethnicities, religious groups, corporations, civic organizations, educational institutions and community members.

**How to Apply:**

Please send resume and cover letter ASAP to Lisa Milton at [lisa@peninsulahabitat.org](mailto:lisa@peninsulahabitat.org). Please indicate that you are interested in applying for the Fund Development Position.

While the position starts on November 26<sup>th</sup>, we need to select the Fund Development Coordinator by September 25<sup>th</sup>. Therefore, please apply ASAP.