



Fund Development VISTA Member

Job Description

Merging Agriculture, Kitchens and Employment (MAKE) Projects is a food-based social enterprise where trainees gain real work experience in a paid, hands-on, team environment and engaged in all aspects of MAKE business operations. The mission of MAKE Projects is to equip refugee and immigrant women and youth with job readiness skills to gain employment and confidence in their dreams. Trainees receive services in resume development, mock interviews and customized job search, retention and advancement to ensure they succeed in their post-MAKE jobs after graduating from our 8-week (youth) or 12-week (adult) program.

Learn more about MAKE Projects at www.sdmake.org

Role Overview:

Create and develop all needed fund development tools, systems and processes for MAKE Projects to achieve its growth and fundraising plan according to the MAKE Projects 2025 Business Plan. Establish/update baseline metrics for measuring fund development goals over the Project term. Work with the MAKE team to achieve Year 1 fundraising goals from grantwriting, individual donor engagement and events and corporate sponsorship.

- Grant opportunities research and proposal development
- Donor, corporation and foundation asset mapping
- Communications and management of individual donor communications and engagement
- Assistance with donor event planning
- Interviewing stakeholders and identifying ways to improve fund development efforts
- Research of best practices
- Development and refinement of standard operating processes and training manuals

The ideal candidate:

- Looking for an intense, immersive and highly-educational experience
- Wants a once-in-a-lifetime chance to be part of building a new organization and movement for more inclusive society and economy in San Diego
- Loves learning, working hard and has a growth mindset (open, curious and can look for the positive side of every situation)
- Has lived experience as a refugee, immigrant or growing up in a lower-income household or community

Other important details:

- Starts December 6, 2021
- 12-month commitment
- \$24,119 living allowance plus health benefits
- An additional \$6,195 education award (pays off student loans or towards grad school)
- \$40 a month cell phone stipend, mileage reimbursement

Interested applicants should email their resume to alexandra.steinhaus@sdmake.org

*MAKE Projects is a fiscally-sponsored project of Mission Edge, a 501c3 nonprofit organization. Mission Edge is an equal opportunity employer. Mission Edge does not discriminate on the basis of sex, race, color, creed, national origin, marital status, age, religion, sexual orientation, gender identity, gender expression, veteran status, or disability. **Any offer of employment is contingent upon the satisfactory results of reference and background checks.***