TITLE	Fundraising & Development VISTA
SPONSORING ORGANIZATION	The Sanneh Foundation
PROJECT NAME	TSF AmeriCorps VISTA Program
PROJECT NUMBER	18VSNMN002
PROJECT PERIOD	2019-2020
SITE NAME	Conway Community Center
FOCUS AREA(S)	Education (Primary)

VISTA Assignment Objectives & Member Activities		
PROJECT GOAL	Q1-4	The Fundraising and Development VISTA will assist individuals in TSF targeted communities to share their own stories regarding the importance of TSF developing meaningful partnerships, building social and financial capital, and recruiting well-qualified staff, to support TSF in-school programs.
OBJECTIVE		Improve TSF fundraising and development Databases and related systems as a part of the TSF Fundraising and Development Managed Growth Plan.
MEMBER ACTIVITIES	Q1-4 Q1-4 Q1-4 Q-14	1. Update Library of Institutional Assets formed by preceding AmeriCorps VISTA Service Members that contain a knowledge-base of new materials developed, including, but not limited to: contact information; letter-of-inquiry and grant templates; grant profiles; donor/grantor acknowledgements, reporting, requirements; statutes, etc. 2. Expand and improve documentation systems for all correspondence, donations received, sponsors procured, volunteers, etc. 3. Continue to track and record all correspondence with funder/partner requests to expand and grow TSF fundraising and development Databases. 4. Grow the institutional knowledge of the organization by improving how the organization captures *stories of triumph* and *stories of success*—exhibited by Dreamline participants and/or as it relates to the elimination of poverty—in real-time.

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VISTA Assignment Objectives & Member Activities

OBJECTIVE		Create trainings for TSF web and mobile applications which manage team assignments, group projects, grant proposal submission schedules and status of applications, along with TSF data collection tools.
MEMBER ACTIVITIES	Q2-4 Q2-4	1. Develop trainings and workshops for TSF web and mobile applications that help team members to manage their work and make more user-friendly team-based work management systems, e.g. Asana, Raiser's Edge. 2. Institutionalize TSF trainings by creating a customized training video library of webinars that can guide future TSF fundraising and development team members in uniquely identifying, acquiring, and retaining individual, corporate and/or civic donors/partners.
OBJECTIVE		Develop a Strategic Planning and Implementation System of writing, editing and submitting grant applications, while recording all correspondence with funders and maintaining and reporting grant application statuses.
MEMBER ACTIVITIES	Q2-4 Q2-4 Q1-4	1. Institutionalize trainings that lead to TSF staff members developing a new system of writing, editing and submitting grant applications 2. Introduce and coordinate the viewing of webinars that can guide future TSF fundraising and development team members in uniquely identifying, acquiring, and retaining individual, corporate and/or civic donors/partners. 3. Create and manage a Year-Round Grants Calendar and Grants Management Calendar that supports the new system of writing, editing and submitting grant applications
OBJECTIVE		Refine systems which expand and promote the TSF Brand while and improving TSF Corporate and Community Outreach through a series of creative, dynamic, and impacting community events.
	Q1-4 Q1-4	1. Coordinate volunteer-based activities designed to specifically engage residents from targeted communities in designing their own events to promote Dreamline programs and other programs that support education and eradicate poverty in the Service Community 2. Expand and improve our Corporate Outreach Plan for TSF-sponsored high-profile activities and major community-based and fundraising events.