

Up2Us/AmeriCorp Specialist - BAWSI Operations and Fund Development Position Description



Title: BAWSI Operations & Fund Development VISTA – hybrid role, accessible to San Jose, CA office.

Did you gain valuable life lessons through playing youth sports? Support girls* and children with disabilities in gaining access to sports while enhancing your business skills.

The Bay Area Women’s Sports Initiative (BAWSI) is a nonprofit organization based in San Jose, CA. Founding in 2005 by women’s sports executive Marlene Bjornrud, along with Olympic and World Cup soccer champions Brandi Chastain and Julie Foudy, BAWSI mobilizes the women’s sports community to engage, inspire, and empower girls in under-resourced neighborhoods and children with disabilities.

Overview:

The Operations & Fund Development VISTA is a year-long, paid, full-time service opportunity under the AmeriCorps VISTA national service program. In this role, you will support youth in gaining access to sports while enhancing your operations and fund development skills.

As a participant in the VISTA program, you will deliver business operations projects including processing financial transactions, and supporting office procedures for programs and events. Also, you will improve and expand BAWSI’s fund development capacity and event management by assisting with donor operations projects. This position requires strong interpersonal, organizational, and communications skills. Additionally, the role requires attention to detail, documentation, and follow-through in project work. An interest and familiarity with digital marketing will be useful in creatively gaining support for BAWSI.

Upon completion of your time with BAWSI, you will have experienced authentic service with an empowered sense of your own impact as a change maker in the world; and you will qualify for an education award towards future tuition. We know that girls who play today, will lead tomorrow. We are part of creating future leaders in our businesses and local communities. The position begins mid-August 2024 and ends mid-August of 2025.

Essential Duties and Responsibilities:

1. Deliver operations planning and project management.
 - a. Collect and track income and expense transactions for accounting processing. Research finance requests. Summarize project data and highlight program and financial accomplishments.
 - b. Provide office support for regular communications and requests for IT, procurement, programs, and training on new functionality and processes.
2. Expand and enhance BAWSI’s donor pool by supporting donor activities with information mining from Salesforce and other reports on past activities, process contributions, and summarizing data, providing analysis, and regular communications of status on projects.
 - a. Research compelling data and background information to support grant writing, improving the quality and success rate of BAWSI’s competitive grant and program promotions.

Bay Area Women’s Sports Initiative

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- b. Contribute to event project management with assigned sub-project ownership and deliverables. Provide overall project and fund tracking, complete preparations and process support before, during and after projects.
3. Management of program metrics and information communications for donor reports and proposals. Clearly track and highlight the programs' impact, and relate performance to business plans and operations excellence.
 - a. Deliver regular invoices and reports to assigned donor organizations. Complete quality check and reconciliation steps.
 - b. Communicate status and summary information for fund development projects and grants. Provide analysis and recommendations on areas to be highlighted.
 - c. Provide metrics and overview accomplishments for regular grant reporting to funders. Provide expense and program input to proposals based on past results reported by BAWSI.

Required Qualifications:

1. At least 18 years of age and have US Citizenship or Permanent Resident status.
2. High School diploma or equivalent
3. Commitment to BAWSI's stated values of servant-leadership, authenticity, mindfulness, integrity, paying it forward, collaboration, enthusiasm, playfulness, and gratitude.
4. Demonstrated organizational and communication skills (written and verbal). Reliably plans and manages projects assigned.
5. Detail oriented with a dedication to producing accurate and high quality results.
6. Demonstrated ability to cultivate collaborative relationships with internal staff and external constituents.
7. Knowledge of computer and internet-based programs (e.g., Google Workspace, email) for use in communication and record-keeping.
8. Frequently balance, bend, grasp, kneel, reach, stand, sit, walk, run, play, and write.
9. Must be able to occasionally lift and carry light to medium loads of 10-50 pounds.

Preferred Qualifications:

1. Associate or bachelor's degree from an accredited university.
2. Experience as an athlete on or supporting girls'/women's sports teams, a former BAWSI participant, and/or experience in related areas.
3. Spanish fluency

Benefits:

1. Up2Us/AmeriCorps Vista Program participants receive:
 - Living allowance every two weeks, rate adjusted per U.S. County, annual living allowance range based on fulfilling all service term requirements (<https://www.up2us.org/about-vista>) \$39,000-\$40,000.
 - Access to healthcare and childcare benefits
 - Choice between education award **or** end-of-service stipend upon the completion of service.

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- Non-competitive eligibility upon the completion of service.
 - Ongoing training and professional development
2. The opportunity to be an integral part of a small team dedicated to launching a grassroots movement of positive change makers in the women's sports community.
 3. Engagement in meaningful work and personal development.
 4. Access to members of the women's sports community network through mentorship, events, and projects.
 5. Build project management and business experience and skills for resume in a professional work environment.

*"Girls" refers to gender-expansive youth (cis girls, trans girls, non-binary youth, gender non-conforming youth, gender queer youth and any girl-identified youth).

To apply, please send resume to: apply@bawsi.org

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More information on BAWSI can be found at www.bawsi.org. BAWSI is an Equal Opportunity Employer.