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**Title:** THN VISTA Development and Communications Associate (Dallas)

**Sponsoring Organization:** Texas Homeless Network

**Project Name:** Texas Homeless Network VISTA Program

**Site Name:** Metro Dallas Homeless Alliance

**Focus Area(s):** Economic Opportunity

**VISTA Assignment Objectives and Member Activities**

**Goal of the Project:** This VISTA project will amplify the department’s capabilities in fundraising, communications and relationship building, so vital for Metro Dallas Homeless Alliance’s (MDHA) success. To achieve this goal, the VISTA will assist the MDHA Leadership with identifying and securing resources, raising funds, communicating MDHA’s message and developing vital relationships with the goal of making homelessness rare, brief and non-recurring in the Dallas Area.

**Objective of the Assignment *(Period of Performance:*** *Quarter 1****)***

Evaluate current development and communications systems at MDHA and propose solutions for gaps.

***Member Activity:***

1. Become familiar with the current processes around funding and development, including, board member orientation, fundraising (private donors, grants and sponsorships), annual homeless count, volunteer relationships, relationship with stakeholders in the community.
2. Research solutions and best practices for these processes
3. Develop a plan to fill in gaps

**Objective of the Assignment *(Period of Performance:*** *Quarter 2-3****)***

Implement plans for the development and communications team

***Member Activity:***

1. Establish an enhanced schedule, protocol and process for grant applications throughout the year which will boost revenue by 10%/year
2. Enhance and standardize the Annual Homeless Count public relations and volunteer recruitment, including growing the number of cities that participate in the count
3. Promote racial equity in homelessness through its work with partners and stakeholders across the community
4. Enhancing the relationship of MDHA and the media, to grow MDHA’s positive footprint.
5. Establishing and maintaining a larger role for MDHA, during Hunger and Homelessness Awareness Week
6. Establish monthly and quarterly reports for communications development
7. Create and document an internal process for event planning within the organization
8. Implement a sponsorship program that will support various annual events of MDHA
9. Work with community organizations to strengthen MDHA's partnerships

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**Objective of the Assignment *(Period of Performance:*** *Quarter 4****)***

Evaluate success of new processes and programs and create a plan of sustainability

***Member Activity:***

1. Ensure all new programs and processes have been documented
2. Evaluate effectiveness of implemented programs and document recommendations
3. Develop a plan for sustainability

If you are interested, please email David Gruber, MDHA, at [david.gruber@mdhadallas.org](mailto:david.gruber@mdhadallas.org)