



# Turkmenistan Youth and Civic Values Foundation

**JOBS ANNOUNCEMENT AND DESCRIPTIONS**

*June 17, 2010*

- (1) Development Consultant**
- (2) Outreach Consultant**

**Contact:** Sari Long, Director of Development  
**Send Application to:** [sari.long@turkmenistan-foundation.org](mailto:sari.long@turkmenistan-foundation.org)

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## **Development Consultant**

**What it is:** Ideal experience for anybody in the non-profit development sector, or who seeks a career in that sector, TYCVF Development Consultants work together with the Board and Executive Committee to plan and implement the TYCVF's fundraising strategy. Development Consultants, along with Outreach Consultants, make up the TYCVF Development Group.

### **Requirements:**

- Interest in long-term development and growth of Turkmen youth and communities.
- Ability to work independently and take appropriate initiative
- Five hours per month for a six-month period
- Dedication to the values and mission of TYCVF
- Commitment to the TYCVF's fundraising goals
- Ability to represent TYCVF effectively in written and verbal interactions

### **Benefits:**

- Immediate, top level, hands-on experience in the non-profit development sector
- Expenses incidental to building donor relationships
- Excellent networking with those involved in Central Asia and/or in non-profit development
- Opportunity to immediately develop and show management, organization, and writing skills

### **Responsibilities of the Development Consultant:**

What a Development Consultant does depends on the needs of TYCVF and the strengths of the Development Consultant. In total, the responsibilities of *all* Development Consultants include:

#### *Grantwriting and Research*

- Research institutional grant opportunities using internet searches, networking with TYCVF contacts and other professionals, and participating in forums or other activities that provide institutional grant information
- With assistance from Program Managers and/or the Development Director, write grant

- proposals or letters of intent to likely prospects
- Research corporate fundraising opportunities using internet searches and networking with TYCVF contacts and other professionals
- Develop contact strategies for potential corporate donors for either written or live interactions
- Write monthly fundraising updates for TYCVF eNews reports

*Financial Analysis and Bookkeeping*

- Contribute written analysis and conclusions from fundraising efforts for TYCVF's annual report
- Produce financial graphs and summaries to include in the annual report
- Analyze fundraising data to identify donor trends and potential follow-up communication
- Complete weekly reconciliation between QuickBooks, bank accounts, and GiftWorks donor software
- Report fundraising and financial updates at quarterly Board meetings and monthly committee meetings

*Communication*

- Develop scripts to either call on or write to specific donor segments with particular fundraising requests
- Meet and communicate with other Committees to ensure the Development Group is aware of programmatic needs
- Maintain communication with the Director of Communications for timely updates to our donor base regarding fundraising

*Strategy and Planning*

- Work with other Development Consultants, the Development Director, and the Board to develop annual and quarterly fundraising strategies and goals
- Develop an annual calendar of fundraising events
- Strategize methods to engage our donor base and our volunteer base in fundraising efforts
- Conceptualize new ways to raise funds, engage donors, communicate goals, and implement fundraising plans to meet specific objectives

The Development Group: Responsible for funding TYCVF's programming and administration. To ensure TYCVF meets quarterly and annual fundraising goals, the Development Group (Development Consultants, Outreach Consultants, and the Development Director) work together to plan and implement strategies which a) provide core (or "unrestricted") financial support for programming and administration; and b) find financial and other support for specific projects and programs.

Mission of the Foundation: The Turkmenistan Youth and Civic Values Foundation is a 501(c)(3) non-profit dedicated to developing and encouraging civic values, international experience, and community engagement in the peoples of Turkmenistan.

## Outreach Consultant

What it is: Ideal networking experience for anybody in the non-profit and/or development sector, the TYCVF Outreach Consultant establishes and nurtures those donor relationships that fund TYCVF programming and administration. Outreach Consultants, along with the Development Consultants, make up TYCVF's Development Group.

### Requirements:

- Interest in long-term development and growth of Turkmen youth
- Ability to work independently and take appropriate initiative
- Five hours per month for a six month period
- Dedication to the values and mission of TYCVF
- Commitment to the TYCVF's fundraising goals
- Ability to represent TYCVF effectively in written and verbal interactions

### Benefits:

- Immediate, top level, hands-on experience in the non-profit development sector
- Expenses incidental to building donor relationships
- Excellent networking with those involved in Central Asia and/or in non-profit development
- Opportunity to immediately develop and show management, organization, and writing skills

### **Responsibilities of the Outreach Consultant:**

What an Outreach Consultant does depends on the needs of TYCVF and the strengths of the Outreach Consultant. In total, the responsibilities of *all* Outreach Consultants include:

#### *Research and Writing*

- Research best practices in fundraising events and donor outreach
- Write monthly fundraising updates for TYCVF eNews reports
- Research events related to Central Asia at universities, museums, etc. to determine whether TYCVF

#### *Communication and Events*

- Maintain regular communication with possible hosts of house parties for TYCVF
- Develop a calendar of fundraising events
- Organize and execute events in collaboration with other Outreach Consultants and the Development Director
- Work with partners in other organizations (local RPCV groups, FoT, etc.) to develop joint fundraising events
- Solicit feedback from donors, the Board, and other Committees for best practices and ideas

*Design and Creation*

- Develop a plan for collateral to sell to raise funds for TYCVF
- Design collateral itself (t-shirts, mugs, cards, etc.)
- Create a party planning pack to send to party hosts willing to host a house party for TYCVF

*Strategy and Planning*

- Work with the rest of the Development Group, the Development Director, and the Board to develop annual and quarterly fundraising strategies and goals
- Strategize methods to engage our donor base and our volunteer base in fundraising efforts
- Conceptualize new ways to raise funds, engage donors, communicate goals, and implement fundraising plans to meet specific objectives

Description of the Development Group: Responsible for funding TYCVF's programs. Works with the Executive Director, Board, and Executive Committee and ensures TYCVF meets quarterly and annual fundraising goals. In the Development Group, the Development Consultants, Outreach Consultants, and the Development Director work together to plan and implement strategies which a) provide core (or "unrestricted") financial support for programming and administration; and b) find financial and other support for specific projects and programs within TYCVF.

Mission of the Foundation: The Turkmenistan Youth and Civic Values Foundation is a 501(c)(3) non-profit dedicated to developing and encouraging civic values, international experience, and community engagement in the peoples of Turkmenistan.

**Application for Development Consultant and Outreach Consultant**

AVAILABLE IN MS WORD AT THE TYCVF WEBSITE: [www.tycvf.org](http://www.tycvf.org)

**Send to: [sari.long@turkmenistan-foundation.org](mailto:sari.long@turkmenistan-foundation.org)**

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

*Applying for:*  Development or  Outreach Consultant [check one]

Most "free"/best time for volunteering (e.g., Fall, Jan-Feb, etc.): \_\_\_\_\_

Ideal # of hours/month (minimum is five): \_\_\_\_\_

*Tell us about how you will contribute. Check all that apply.*

<input type="checkbox"/> Event planning <input type="checkbox"/> Financial support (bookkeeping, analysis) <input type="checkbox"/> Design of TYCVF collateral <input type="checkbox"/> Grant research <input type="checkbox"/> Grant writing <input type="checkbox"/> Donor outreach <input type="checkbox"/> Corporate donor program research <input type="checkbox"/> Writing annual report pieces/monthly fundraising updates
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*Tell us about your interest in Turkmenistan and/or TYCVF?*

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*For Returned Peace Corps Volunteers*

Turkmenistan RPCV? Yes/No; If so, "T" Group: _____ Other RPCV? Yes/No; If so, Country/year: _____
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*What you want to get from your experience working with the Development Group?*

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*(The Foundation's Development Consultant and Outreach Consultant jobs provide ideal experience in the non-profit development sector. If you seek specific skills for non-profit and/or development work, please let us know so we can work with you to develop the right experience for your current or future career!)*

**Send to: [sari.long@turkmenistan-foundation.org](mailto:sari.long@turkmenistan-foundation.org)**