

JOIN OUR TEAM

 Women's Sports  
Foundation®

# Women's Sports Foundation

We exist to enable girls and women to reach  
their potential in sports and life.



## Development & Events VISTA

**Reports to:** Manager, Development

**Dates:** August 11, 2025 – August 10, 2026

**Location:** New York, NY (Hybrid)

**Program Details** – 1-year term running from August 11, 2025, to August 10, 2026. Members are expected to serve 35-40 hours per week.

**End-of-Service Benefit** - At the successful completion of their service term, VISTAs receive either an education award (\$17,395) or an end-of-service stipend (\$1,800).

**Living Allowance** - A bi-weekly payment that each VISTA receives via direct deposit during their service term. The VISTA living allowance is set at the poverty level of your organization's county, not where the member lives. This is determined by AmeriCorps, and it is not negotiable.

**Our VISTA's living allowance is \$30,116.15**

## ABOUT THE ORGANIZATION

The Women's Sports Foundation® (WSF®) exists to enable girls and women to reach their potential in sport and life. We are an ally, an advocate, and a catalyst for tomorrow's leaders. Founded by Billie Jean King in 1974, we are one of the *first* organizations to recognize the powerful connection between sport access, equity, and society. For 50 years and counting, WSF has been changing the game through its research, advocacy, and community programming, investing over \$100 million to help girls and women play, compete, and lead – in sports and beyond – without barriers. A leader and champion of the entire women's sports ecosystem, WSF amplifies the vital societal and cultural impact that is made when girls and women play sports. When girls play, they lead, and we all win!™ To learn more about the Women's Sports Foundation, please visit [www.WomensSportsFoundation.org](http://www.WomensSportsFoundation.org).

## ABOUT THE POSITION

The Women's Sports Foundation Development & Events VISTA is a vital member of the Women's Sports Foundation's Development Team. This individual will be responsible for promoting and advancing the Foundation's mission, which is deeply rooted in supporting and empowering women in sports. They will possess a strong passion for the Foundation's objectives and an understanding of the culture of philanthropy through primary fundraising appeals, donor stewardship, and cultivation events.

## OVERVIEW OF THE RESPONSIBILITIES

Support event planning and execution for the 2025 Annual Salute to Women in Sports.

- Identify and conduct research on sales prospects and VIP guests in a timely manner.
- With guidance from team members, lead the volunteer group through in-room decorations, check-in training, and the check-in process for Salute attendees.
- Post-event, support team with photo collection and personalized follow-up for guests.

Assist with WSF's Charity Partner team, including the planning and execution of the 2025 TCS New York City Marathon weekend:

- Draft copy and create impactful designs for social and email blasts to promote individual runners and team progress.
- Support stewardship of runners through hand-written notes and direct mail packages.
- Monitor fundraising progress of the team and provide timely, accurate, and helpful responses to inquiries about peer-to-peer fundraising support
- Assist the team with planning for marathon weekend, including team dinner, pre-race activities, and race-day cheering squads. During events, capture necessary content to be shared with the Communications team.

Contribute to the culture of philanthropy through primary fundraising appeals, donor stewardship and cultivation events.

- Collaborate with team members to craft compelling appeal materials, including editing letters, selecting photos, and building out designs on the database or social media.
- Conduct weekly creation and distribution of acknowledgement letters. Maintain accurate and timely reporting.
- Assist with planning and executing donor cultivation events. Help with gift selection, invitations, RSVP, and researching attendee profiles.

Assist Communications departments with externally facing strategic initiatives and programs.

- Support communication to the Foundation's supporters and partners by assisting with the development of Partner Quarterly Newsletters and WSF Monthly Newsletters.
- Track email requests, events, social media, and/or content marketing related to WSF.
- Create and edit copy for various communications channels (WSF social, digital), ensuring consistent voice.
- Assist with content and social media marketing programs, including public relations efforts.

Maintain a WSF Communications archive for internal tracking purposes.

- Maintain the WSF media coverage tracker with relevant and up-to-date media mentions.
- Gather, upload, and organize content assets from various WSF events to the primary WSF mainframe database.

Aid in the maintenance and management of the company database and constituent records.

- Assist with gift processing, data query projects, and weekly donation reports.
- Conduct database clean-up, including but not limited to de-duplication of individuals and corporations, resolving address conflicts, and verification of older constituents.
- Maintain database records to reflect ongoing research, solicitation, and stewardship activities for individuals and organizations.
- Support the database transition from Salsa to a new platform.

Lead donor prospect and foundation research.

- Conduct in-depth research into high-net-worth individuals, including drafting profiles for future cultivation or in preparation for meetings with Leadership Staff.
- Research foundations for their alignment with the WSF's mission to identify potential grant opportunities.
- Track necessary deadlines and provide timely reminders.

## **WHAT MAKES YOU STAND OUT**

The ideal candidate will possess a combination of skills, experience, and passion in the following areas:

- Ability to work effectively and independently.
- Collaborative, collegial, respectful team player with can-do energy and enthusiasm for robust, mission-driven work.
- Quick learner with excellent written and verbal communication skills.
- Ability to work both independently and collaboratively while maintaining flexibility and problem-solving skills.

- Organized, detailed, and deadline-oriented with the ability to work in a dynamic, fast-paced environment, both independently and on a team.

### **WHAT YOU NEED TO HAVE**

The ideal candidate must possess a combination of skills, experience, and education in the following areas:

- Familiarity with Microsoft Office Tools
- Ability to effectively present information to groups, fostering engagement and understanding
- Experience with Adobe tools, Canva, or other design tools preferred but not required
- Strong project management skills, including experience with planning and executing events or initiatives.
- Excellent written and verbal communication skills.
- Demonstrated passion for women's sports and gender equity.
- Experience managing multiple projects with competing deadlines in a fast-paced environment.

### **PROGRAM BENEFITS**

- Childcare assistance if eligible
- Training
- Choice of Education Award or End of Service Stipend
- Relocation Allowance
- Vacation PTO
- Sick PTO
- Living Allowance
- Health Coverage\*

\*For details about AmeriCorps VISTA healthcare benefits, please visit <https://americorps.gov/members-volunteers/vista/benefits>.

We are currently a hybrid workplace. However, we provide a workplace that nurtures a culture that offers a high degree of flexibility, enabling our team to maintain a balanced life.

The Women's Sports Foundation values an inclusive team and encourages individuals of diverse backgrounds and identities to apply. The Women's Sports Foundation is an equal opportunity employer.

### **Your next steps.**

For immediate consideration, please submit your application to <https://ideali.st/lwrzFF>

Please include the following:

- Your resume
- A cover letter

Candidates must meet the following eligibility requirements to be able to serve in the VISTA program:

- Be 18 years or older (no upper age limit)
- Hold one of the following statuses:
  - US citizen
  - US national
  - Lawful permanent resident
- Available to serve for 1 year in a full-time capacity (35-40 hours per week)
- Able to pass a background check

If you have questions, feel free to contact [HR@WomensSportsFoundation.org](mailto:HR@WomensSportsFoundation.org).