



AmeriCorps VISTA Member – Development and Fundraising Associate

Position Overview

The Development and Fundraising Associate will serve with Community Partners for Affordable Housing (CPAH) in Libertyville, IL from August 2025-2026. CPAH is part of Housing Action Corps, an AmeriCorps VISTA program managed by Housing Action Illinois since 2010. Housing Action Corps members receive custom training, support, and networking opportunities in housing and community development, in addition to the traditional benefits of AmeriCorps VISTA. Learn more: housingactionil.org/ameriCorps. CPAH develops affordable housing and provides services that empower individuals and families to secure and retain quality housing in northern Cook County and Lake County, IL. We work across low-income communities and high-opportunity areas to improve the existing housing stock; bring safe, affordable housing opportunities to all municipalities; and create more equitable access to education, employment, and services. The Development and Fundraising Associate will work closely with CPAH's Director of Development to strengthen our corporate and foundation fundraising program by researching funding opportunities and preparing funding proposals. CPAH is seeking a professional, motivated, self-starter with excellent writing, research and communication skills. Experience with fundraising and grant writing is preferred. This position offers a \$300 monthly stipend. The link to the posting is: [My AmeriCorps - Home Page](#).

Member Duties

CPAH's primary service area, northern Cook County and Lake County, IL, has some of the wealthiest communities in our state, as well as some of the poorest; 34% of the communities in Illinois which have less than 10% of their housing stock as affordable are within our service area. The Development and Fundraising Associate will expand the organization's resources and build a stronger corporate and foundation fundraising program, so we can develop and preserve more affordable housing units to help meet this critical need. The VISTA will collaborate with the Director of Development to research funding opportunities that align with CPAH's mission, implement a grant calendar system, and develop at least 15 customized proposals for funding. They will also create funding application templates to increase efficiency and sustainability of our fundraising program.

Program Benefits

Childcare assistance if eligible, \$300 Monthly Housing Stipend, Living Allowance, Training, Choice of Education Award or End of Service Stipend, Health Coverage*, Relocation Allowance. *For details about AmeriCorps VISTA healthcare benefits, please visit <https://americorps.gov/members-volunteers/vista/benefits>.

Terms:

Permits working at another job during off hours. Permits attendance at school during off hours.

To Apply

Send resume and cover letter to snelson@cpahousing.org.

CPAH is committed to the principle of equal employment opportunity. All qualified applicants will receive consideration for employment without regard to race, color, national origin, sex, religion, age, disability, sexual orientation or gender identity.

