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## Resource Development Coordinator – VISTA Member

### ***Are you a communications professional who wants to make a difference?***

*Interested in cutting-edge community development, neighborhood revitalization, and developing mission-driven communications strategies? If so, we have a year-long opportunity for you!*

We have partnered with AmeriCorps VISTA (**V**olunteers in **S**ervice to **A**merica) to offer a year-long service learning opportunity for you to bring your passion and perseverance where you can have an impact. You will be working alongside community members to advance local solutions.

#### **What you'll do**

As a Resource Development Coordinator VISTA, you will assist in our effort to improve internal infrastructure and operational facets of resource development activities. Working with the External Relations team and our other lines of business, you will:

- Set up the appropriate infrastructure to strengthen the internal management, technology and overall systems to sustain resource development work.
- Work with External Affairs team to facilitate a comprehensive resource development and investor relations strategy to raise capital from alternative sources.
- Assist in coordinating and developing certain signature grant application.
- Collaborate with NJCC staff and external stakeholders to help develop and improve programs and initiatives to best respond to community needs and conditions.
- Assist the Chief External Affairs Officer and External Affairs team in planning and marketing of events and stakeholder outreach sessions.

The collection and analysis of community level data has been integral to the continued and growing understanding of the housing, community, and economic markets and needs in New Jersey neighborhoods.

While you will work primarily for a specific NJCC program, you will also play a critical role in building NJCC's overall marketing and communications infrastructure. The byproducts and impact of your work as a member of this invaluable VISTA team will live well beyond your time here with NJCC. The "return-on-investment" (ROI) of your work is enabling NJCC to significantly expand its brand as New Jersey's largest CDFI and thought leader in community development.

#### **The skills you'll need**

We're looking for people who are motivated and driven to develop their career. To be successful in this role, you'll:

- Have a passion for community service and a strong customer service attitude.
- Have completed some college level coursework in Communications, Marketing, Journalism, Urban Policy or Planning, Economic Development, or related courses.
- Experience in fundraising, marketing, communications, or related field is preferred.

- Experience with social media platforms and web design is a plus.
- Proficient in MS Office and any graphic design software.
- Solid understanding of project management principles.
- Outstanding organizational and planning abilities.
- Excellent oral and written communication and presentation skills.

### **What else you'll need to know**

At our core, New Jersey Community Capital (NJCC) is a financial organization with a mission to create thriving communities. We do this through strategic investments and knowledge. Fulfilling the needs and improving the quality of life of thousands of individuals and families would not be possible without our talented and diverse staff, and motivating environment. At NJCC, we are always looking for great people to join our team. Our fellowship program accepts applicants on a rolling basis and targets current undergraduate or graduate students.

We are all about taking a comprehensive approach to transforming New Jersey's underserved communities. NJCC specializes in providing flexible, hands-on financing to nonprofits and other mission-driven entities, empowering them to grow and thrive. We provide an array of services to our borrowers, including financial training and portfolio management.

Each year, NJCC and its affiliates provide millions of dollars in capital and substantial technical assistance to support the revitalization of communities across the state. These efforts provide quality housing, early care, education, and employment to thousands of low-income people. NJCC has also emerged as a national leader in developing creative strategies to reverse the distress created by the foreclosure crisis, implementing large-scale programs to acquire and redevelop vacant homes, modify nonperforming mortgages, and infusing flexible capital into collaborative community-level efforts to stabilize blighted neighborhoods.

NJCC embraces diversity and equal opportunity in a serious way. We are dedicated to forming a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our work will be. Check us out at [www.newjerseycommunitycapital.org](http://www.newjerseycommunitycapital.org)

### **Compensation**

AmeriCorps VISTA provides a living allowance to cover the cost of food, housing, and other basic necessities during your service. Amounts are low because you are expected to live at approximately the same economic level as the people you are serving. The living allowance stipend for this position in New Brunswick is \$21,563, paid bi-weekly. (Federal income tax deductions are withheld from the living allowance. No state, county, or city tax deductions are withheld. However, you are responsible for paying those taxes, as appropriate.) AmeriCorps provides options for health care benefits, child care benefits, and a relocation allowance. Additionally, each member is eligible for either an Education Award of \$5,920 or an \$1,800 cash stipend at the end of the full year of service.

### **To Apply**

If this exciting opportunity appeals to you, please apply at the AmeriCorps VISTA site:  
<https://my.americorps.gov/mp/listing/viewListing.do?id=90453&fromSearch=true>