



## *AmeriCorps VISTA Innovation + Outreach Coordinator*

Through the AmeriCorps VISTA program, AltCap, and its sister-organization, Community Capital Fund is seeking an Innovation + Outreach Coordinator to support joint outreach and programming efforts.

### **Background**

AltCap is a 501(c)(4) community development financial institution (CDFI) committed to serving as a catalyst for investments that strengthen communities throughout Kansas City, Missouri. We provide alternative capital through a wide range of innovative financial products that are meant to support critical investments in communities not adequately served by traditional financial institutions.

The Community Capital Fund (CCF) is a 501(c)(3) community development nonprofit that supports and promotes innovative and measurable community development by focusing on neighborhood capacity building initiatives that leverage community resources and expertise. CCF works with organizations that strengthen and develop the financial, social, and knowledge capital of Kansas City's historically under-resourced and under-invested communities and neighborhoods. We do this through our grantmaking program, Neighborhoods Rising Fund, and the annual Community Development Workshop. To date, we've organized 5 Community Development Workshops attended by over 1,000 neighborhood and civic leaders, nonprofit professionals, and other community stakeholders. CCF has also awarded 140 grants totaling over \$ \$820,000 to community development and neighborhood organizations.

AltCap and CCF strive to be innovative and high impact in all aspects of its programming; this position will play a key role in advancing the work and capabilities of both organizations. The Innovation + Outreach Coordinator position offers the opportunity to obtain real experience in community and economic development, place-based community funding, organizational development, program development, and interaction with a diverse group of community stakeholders.

### **Position Description**

The VISTA Innovation + Outreach Coordinator will be an instrumental member of the joint AltCap/CCF outreach team. This person will assist in the outreach efforts, lead some neighborhood engagement initiatives, and help organize community development events that will strengthen CCF and AltCap's work in low-to moderate-income communities in Kansas City. Primary responsibilities include:

- Develop and implement neighborhood outreach plans, including presentations to neighborhood associations and affinity groups;
- Assist in the planning and execution of the annual Community Development Workshop;
- Lead the planning and execution of the Neighborhoods Rising Fund Breakfast;

- Assist in the development of post-grant training materials for metrics tracking, implementation of crowdfunding campaigns, and best practices for neighborhood associations;
- Coordinate social media communications;
- Assist in planning and writing of AltCap and CCF eNewsletters;
- Pitch, draft, and distribute news releases, media alerts and other stories;
- Assist in the development of a programmatic evaluation model; and
- Collaborate with staff on new ideas, directions, and channels for outreach.

### **Qualifications**

- Undergraduate degree in business, marketing, communications, public administration, urban planning/affairs, public policy, non-profit leadership, or other related field; working knowledge of economic and community development a plus;
- Proficient in Microsoft Office; Adobe Creative Suite skills a plus;
- Excellent writing and communication skills with various groups including the public, community members, board members, sponsors, and partners (please send samples of work);
- Graphic design experience a plus;
- Strong research and analytical skills;
- Access to reliable transportation;
- Strong interpersonal skills with a team-player mentality;
- Strong attention to detail, organization skills, and ability to manage multiple projects;
- Professionalism in the office and with our stakeholders, ability to represent CCF at community events; and
- Passion to make a difference in Kansas City's distressed communities.

### **Schedule + Compensation**

The VISTA Innovation + Outreach Coordinator position is full-time (40 hour/wk). Work days are typically Monday-Friday but will vary depending on outreach efforts. As a part of the [AmeriCorps VISTA](#) program, salary and benefits are provided directly from the [Corporations for National Community Service \(CNCS\)](#). Read the [VISTA FAQs](#) or the [VISTA Member Handbook](#) for more information.

### **Apply**

Candidates should send their resume, cover letter, and any examples of work to [info@ccfkansascity.org](mailto:info@ccfkansascity.org). In the cover letter, describe why you are interested in working for AltCap and CCF and how your professional and academic background and experience is relevant to the responsibilities and qualifications outlined in the job description. Interested candidates must also fill out the online AmeriCorps application. AltCap and the Community Capital Fund are an Equal Opportunity Employer.