



## Capital Solutions AmeriCorps VISTA Member

Enterprise is a national nonprofit that exists to make a good home possible for the millions of families without one. We support community development organizations on the ground, aggregate and invest capital for impact, advance housing policy at every level of government, and build and manage communities ourselves. Since 1982, we have invested \$64 billion and created 951,000 homes across all 50 states – all to make home and community places of pride, power and belonging. Join us at [enterprisecommunity.org](https://www.enterprisecommunity.org).

### Working at Enterprise

At Enterprise, you'll be part of a diverse, committed team making a difference every day. You will collaborate with some of the smartest minds and biggest hearts in our field. You'll be empowered to drive systems change and take bold steps to advance racial equity. And you will find a career home where you're valued and supported in your growth journey.

### Job Description Summary

The Capital Solutions AmeriCorps VISTA member (VISTA) will support the deployment of technical assistance and capital to organizations that create and preserve affordable housing in New York City.

- The VISTA will administer key parts of [Enterprise New York's](#) faith-based development work. The [Faith-Based Development Initiative](#) provides mission-driven and/or faith-based organizations the knowledge and tools to develop underutilized land into affordable homes and community facilities. We do this through technical assistance with housing experts, peer trainings, research and tools, and grants.
- The VISTA will assist in organizing and elevating Enterprise's capital products (e.g. grants, loans, flexible funds), and support administration of innovative capital products. Products, such as the [Partners Impact Fund / Frey Fund](#), support affordable housing owners, developers, and community development stakeholders.

This position is an opportunity to learn about, and work on, developing affordable housing, deploying mission-driven capital, and managing projects and partnerships. The VISTA will directly work on early-stage development projects to bring much-needed affordable housing to NYC communities. They will engage with key partners including affordable housing developers, government agencies, and various community-based organizations.

### Responsibilities

- Support technical assistance by attending project management meetings, capturing important points, and drafting recaps, next steps, and agendas.
- Consolidate information and questions on site analyses (e.g. zoning, appraisal, title, financing) to be shared between external consultants and organizations.
- Review and format content for in-person and virtual trainings and events.
- Assist with event planning, logistics, and facilitation.



- Track program progress according to performance metrics, and input into reports for funders, partners, and internal use.
- Administer contract and grant management by consolidating contractor/grantee due diligence, filing invoice/disbursement requests, and updating internal files.
- Draft outreach information, such as mailing blasts, blog posts, and individual messages, to amplify our capacity building work and innovative capital products.
- Research emerging capital products, affordable housing financing, development and preservation programs, as well as innovative case studies.
- Coordinate communications with government housing agencies, lenders, philanthropic sources, and other stakeholders to explore piloting mission-based impact investment funds, and improving existing capital products and programs.
- Develop internal tracking tools to help measure social impact outcomes for existing innovative capital products.
- Perform other duties as assigned.

### Requirements and Qualifications

This is a full-time yearlong paid position through the AmeriCorps VISTA program effective June 20, 2023 – June 19, 2024. Enterprise's New York City office is currently utilizing a hybrid work format. However, candidates must be able to work full-time in the office should Enterprise re-establish such requirements.

Applicants should meet the following requirements through AmeriCorps:

- Be 18 years or older (no upper age limit).
- Hold one of the following citizenship or legal residency statuses: US citizen, US National, Lawful Permanent Resident (i.e. Green Card status), and persons legally residing within a state.

In addition, applicants should meet the following qualifications through Enterprise:

- Completed undergraduate degree.
- Experience or demonstrated interest in affordable housing and community development.
- Competence with Microsoft Office, including Word, Powerpoint, and Excel.
- Attention to detail and emphasis on accuracy and quality of work.
- Experience conducting qualitative and/or quantitative research.
- Strong written and oral communication skills to translate complex information for non-technical audiences.
- Willingness to ask questions and commitment to learn and apply new skills, approaches, and knowledge.



## Benefits

See the full AmeriCorps VISTA benefits here: <https://americorps.gov/members-volunteers/vista/benefits>.

- Grow your knowledge and network: Start your career in community development at Enterprise, which was named one of [Fast Company's 2023 most innovative companies](#) in urban development and real estate. Attend local and national staff trainings on affordable housing development, investment, policy, and programs.
- Living Allowance: AmeriCorps provides a living allowance at an annual rate of \$26,725. Additionally, Enterprise offers a housing subsidy at \$1000/month (based on New York City residency).
- End of Service Benefit: Receive the [Segal AmeriCorps Education Award](#) (valued at approximately \$6,895) to pay for a range of education expenses or the end of service \$1,800 cash stipend.
- Professional Development: Receive a variety of AmeriCorps training and development opportunities, and one year of non-competitive eligibility for federal employment. Join the AmeriCorps alumni network.
- Leave: You are entitled to personal leave, medical leave, and leave for holidays recognized by your sponsoring organization.
- Healthcare Benefits: You have two healthcare benefit options, one for members who already have health insurance coverage at the start of service and the other for those who do not.
- Reduction of Education Costs: There are several benefits available that can help you manage, or even reduce, your federal student loans and potentially lower your overall student debt.
- Travel: AmeriCorps offers relocation travel assistance and a settling-in allowance if you are moving more than 50 miles from your home to serve as an AmeriCorps member with the VISTA program.
- Child Care: If you have children under the age of 13, you may qualify for the AmeriCorps childcare benefit.

## Apply

PLEASE DO NOT COMPLETE ONLINE APPLICATION VIA WORKDAY CAREERS PORTAL. To apply, e-mail your resume and cover letter to Betty Fong, Program Officer, at [bfong@enterprisecommunity.org](mailto:bfong@enterprisecommunity.org). Please title your documents in the following format:

- Yourlastname – Resume
- Yourlastname – Cover Letter

The position will remain open until filled. Applications submitted by May 15, 2023 will be given priority consideration. Applicants will need to additionally fill out an application with AmeriCorps for further consideration during the interview process.