



*investing in organizations
that build community*

MARKETING AND COMMUNICATIONS INTERNSHIPS AT IMPACT CAPITAL

Application Deadline: June 1, 2009

Application Materials: Resume and cover letter (or cover email) to magda@impactcapital.org

Internship Start Date: Early to Mid-June 2009 through August/September 2009

Internship Structure: Part-time, M-F, dates/times flexible, this is a VOLUNTEER position, but we will work with you to get school credit if it is available

Internship Program Description

Internships with Impact Capital provide college students with a unique opportunity to gain comprehensive insight into a Community Development Financial Institution (CDFI) and the community development field. Along with gaining hands on experience interning with regional organization, this position provides students with the opportunity to network with professionals in the community development and affordable housing field. The goal of this internship is to nurture the next generation of nonprofit leaders by giving students exposure to the operation and growth of a nonprofit community development organization in a dynamic and changing environment.

Due to the current budget constraints of our organization, internships are not compensated at this time. However, a few free lunches, a couple of mugs of great Zeitgeist Coffee, fun-committee events, and other benefits will be provided.

A commitment one semester, quarter, or summer is preferred.

The Impact Capital Internship Program is an Equal Opportunity Internship Program. Impact Capital shall not discriminate against any employee or applicant for employment because of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, genetic information, disability, matriculation, or political affiliation of any individual.

Skills Required

Writing and research, strong organizational skills, creative thinking, and the ability to handle multiple projects and tasks simultaneously.

Skills Preferred

Knowledge of or interest in learning about communications, marketing, graphic design, and community development.

Intern Duties

- Assist development and communications staff with local and national outreach, fundraising, and community event organizing.
- Assist development and communications staff with web writing, content management, research for web materials, and design of website and email marketing campaigns.
- Engage and improve Impact Capital's social media presence (Facebook and Twitter)
- Produce fliers and brochures for events and conferences.
- Assist in the production of press releases, research issue areas, and track the status of legislation, reports, policy briefings, and events relating to housing and community development and Impact Capital's programs.
- Assist with grant writing and fundraising proposals and presentations.
- Help maintain daily operations of the department.
- Participate in local and national coalition meetings.
- Other duties as assigned.

Interns will be focused on a few long-term projects, including developing content for the story board project; this includes tasks such as research, interviewing participants, creating brochures, and collecting or taking photographs of projects to be used for media outreach and marketing.

The intern will gain and/or improve upon his or her:

- Ability to plan and implement issue-oriented outreach from a marketing perspective.
- Research, writing, editing, and general communications skills.
- Understanding of a CDFI and Community Development.
- Grant writing and editing skills, program development, and marketing skills.
- Electronic media and social networking knowledge.
- General computer skills, web skills, database skills, and organizational skills.
- Ability to work in a fast-paced, highly motivated, and mission-driven nonprofit organization.

Organizational background:

Impact Capital's work transforms distressed communities and neighborhoods into healthy ones - good places to live, work, do business, and raise families. Our mission is to make strategic capital investments in nonprofit community development and affordable housing organizations in ways that enhance and sustain their ability to positively impact the quality of life in communities throughout Washington. The role that Impact Capital plays in strengthening communities across the state is significant. We provide early bridge financing for strategic real estate investments. We take the riskiest part of the financing package, thereby attracting other investors to the table. We help stagnant or declining communities emerge into vibrant neighborhoods by:

- Providing safe, decent affordable housing to people for whom it is out of reach;
- Promoting vibrant business districts;
- Increasing family income and wealth;
- Making neighborhoods safer, more livable, and healthier; and

- Strengthening civic institutions and local leadership.

Our role in Washington:

The private market on its own is not well-suited to foster the type of change needed to transform a community. Private investors are unable to take the deep and broad risks necessary to invest in communities with persistent challenges. Without a strong vehicle for provoking healthy transformation, these communities continue to languish in the gap. Impact Capital bridges this by stimulating investment in these communities. Since 1994, we have built a reputation in the private and public investor marketplace as an effective organization that motivates private markets to engage. Our holistic approach to solving the shortage of affordable housing and the quality of life issues facing these neglected communities has created:

- 17,263 affordable ownership and rental housing units;
- 13 childcare facilities;
- 11 community centers;
- 2 job training facilities;
- 4 arts and cultural facilities; and
- 534,000 square feet of retail and industrial space.

Our Accomplishments:

Our work is designed to sustain community change over the long term. Since 2001, we have:

- Infused nearly \$1.3 million for direct operating support and targeted technical assistance into nonprofit community development organizations to promote effectiveness and productivity;
- Provided \$84,000 in training scholarships for community development leaders; and
- Preserved 724 units of threatened housing through our Affordable Housing Preservation Service.

To date, we have invested more than \$92 million in Washington State and leveraged more than \$2.1 billion in development, bringing \$22 to Washington Communities for every \$1 invested by Impact Capital.

Impact Capital's offices are located at 401 Second Avenue South in Pioneer Square. To apply, send your resume and a cover letter to Magda Herrera, Senior Fund Development and Communications Officer at magda@impactcapital.org. She will confirm receipt and schedule an opportunity to interview in person or over the phone. Feel free to email or call at 202-658-2604 for more information about Impact Capital's Internship Program.
