



**POSITION TITLE:** Fund Development and Outreach Assistant  
MLK Vista Member

**EMPLOYMENT PERIOD:** October 2010 – September 2012

**REPORTS TO:** Executive Director, Capitol Hill Housing Foundation

**HOURS:** full time

**COMPENSATION:** Vista Members are paid directly by the Vista Program: “MLK VISTAs receive a \$977/month living allowance with the choice of a \$5,320 educational award OR a one-time \$1,500 stipend at the end of your year of service. We also offer health insurance, day care assistance, food benefits [food stamps], and a number of other perks. You'll also receive a year of free professional and personal development training and workshops in a number of areas.”  
More information at:

<http://www.solid-ground.org/AMERICORPS/MLK/Pages/default.aspx>

Capitol Hill Housing, a leader in Seattle affordable housing, is seeking an MLK Vista Member to work in the fund development department of this thriving organization. Vista Member will work with the Capitol Hill Housing Foundation, a non-profit directing fundraising and communications in support of CHH. The Vista Member will work directly with the Foundation Executive Director and Manager of Fundraising and Operations on critical outreach, marketing, fundraising initiatives and three really fun events. Work performed at CHH's Capitol Hill offices at a dedicated workstation.

- Manage communication materials
- Coordinate resident success story interviews and photos
- Maintain and expand social networking strategy
- Produce and edit CHH e-newsletter
- Website support (working with Webmaster)
- Assist with the development and maintenance of the Capitol Hill Housing Foundation, including board meeting support
- Fundraising mailings support
- Annual report support
- Individual giving and corporate donation processing and data entry
- Grant Research, potential grant writing
- Support for annual fundraiser, annual meeting, donor cultivation events
- Fund Development Special Projects



Minimal requirements:

- Desire to make a difference working in Affordable Housing
- Proficiency in Microsoft Office suite, including Excel
- Bookkeeping Experience
- Excellent Communicator
- General Office Skills
- Standard business English: Ability to speak, read and write.
- Preferred: Communications, graphic design, web design, social networking skills

**ABOUT CAPITOL HILL HOUSING:**

Capitol Hill Housing is a community-based, housing development and management corporation. While principally active in Capitol Hill, we also have properties in several other neighborhoods including the Denny Regrade, Ballard, Central Area, Southeast Seattle, West Seattle, Cascade and Northeast Seattle. With 42 buildings, we provide housing for more than 1600 people in Seattle. We strive to meet the need for affordable housing and preserve neighborhood character in Seattle by:

- Developing, and managing quality affordable housing.
- Serving a variety of income groups, with a special interest in providing housing for households with children.
- Developing properties that will further neighborhood objectives.
- Maintaining properties at a level that meets or exceeds neighborhood standards.

**ABOUT THE CAPITOL HILL HOUSING FOUNDATION**

The Capitol Hill Housing Foundation is a new non-profit supporting Capitol Hill Housing and its extraordinary work in affordable housing and community development.

Through fundraising, the foundation helps families, keeping rents affordable, and supporting new building development. The foundation connects CHH's mission and work to the broader community through communications and outreach activities.

Raising funds to support the many people and programs of CHH, the foundation is a constant source of strength. The foundation sustains general operations and programs such as large family and formerly homeless housing, community development and new initiatives.

**TO APPLY:**

Email letter of interest and resume to:

Michael Seiwerath, Executive Director  
Capitol Hill Housing Foundation  
1406 10<sup>th</sup> Ave. – suite 101  
Seattle, WA 98122  
e-mail: [resume@capitolhillhousing.org](mailto:resume@capitolhillhousing.org)