



Communications & Philanthropy Internship

Housing Up builds thriving communities in Washington, DC by developing affordable housing and offering comprehensive support services to homeless and low-income families. We believe that people who have safe, affordable housing and genuine opportunities are empowered to transform their lives. Established in 1990, Housing Up has grown from serving 13 families to more than 800 throughout the District.

Housing Up is looking for a philanthropy & communications intern who is passionate about improving the lives of under-served communities in Washington, D.C. We are seeking a team player to serve as a key support in identifying and applying to new funding opportunities, supporting virtual events and to assist in drafting communications for our website, social media and more.

When: Spring semester internship starting March 2021, 8-10 hours a week. Flexible scheduling and possibility for internship extension is available.

Where: Fully remote, part-time position.

Description of Responsibilities:

- Research available and applicable grants and fundraising opportunities.
- Assist in drafting grant proposals; maintain spreadsheet outlining grant requirements and application deadlines.
- Edit, proofread and assist in writing non-grant narratives, reports and success stories.
- Work with communications staff to draft monthly social and website content and newsletters.
- Support the planning of a virtual panel featuring leaders in the D.C. housing and supportive services spaces.
- Support donor cultivation and stewardship efforts through the preparation of materials for virtual events and other efforts.
- Monitor news coverage of the D.C. homelessness crisis and the state of affordable housing; draft communications around such issues when applicable.

Educational Requirements:

- Bachelor's degree or current undergraduate student.
- Previous experience in research or grant writing preferred but not required.
- Understanding of or prior work/volunteer experience in a nonprofit organization is a plus.
- Strong oral and written communication skills.
- Excellent listening, problem-solving and organizational skills.
- Self-motivated, independent worker who is eager to learn.
- Punctual, responsive to email and telephone calls and other direct communication from staff.
 - Knowledge of Microsoft Office software (e.g. Word, Excel, PowerPoint).

Other Requirements:

- Must own a computer.





- Must have a strong internet connection.
- Must undergo a standard background check.

Benefits:

- Hourly compensation of \$15/hour
- College credit (depending on your institution's guidelines and requirements).
- Letter of recommendation from Housing Up upon the successful completion of internship.
- In-depth understanding of nonprofit work, the homelessness crisis in D.C. and the importance of affordable housing, as well as how Housing Up serves nearly 800 families living in poverty.

If interested, please email your resume and brief cover letter to Housing Up's Philanthropy team at philanthropy@housingup.org.

