



## **Communications & Philanthropy Internship**

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:** Fall semester internship starting September 2021, 8-10 hours a week. Flexible scheduling and possibility for internship extension is available.

**Where:** Fully remote, part-time position.

### **Description of Responsibilities:**

- Support the planning of virtual events, including our annual benefit and educational panels, featuring leaders in the D.C. housing and supportive services spaces.
- Research available and applicable grants and fundraising opportunities.
- Assist in drafting grant proposals; maintain spreadsheet outlining grant requirements and application deadlines.
- Work with communications staff to draft monthly social and website content and newsletters.
- 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 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 is 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 900 families living in poverty.

**To apply:**

Please email Housing Up's Philanthropy Team with your resume and brief cover letter at [philanthropy@housingup.org](mailto:philanthropy@housingup.org). Include Fall 2021 Comms & Philanthropy Internship in the subject line.

We are looking forward to welcoming you to the Housing Up team!

