



## **Communications & Philanthropy Internship (Winter/Spring 2023)**

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:** Winter/spring internship starting January 2023, 8-10 hours a week. Flexible scheduling and possibility for internship extension is available.

**Where:** Hybrid, part-time position. Location in the DMV area preferred.

### **Description of Responsibilities:**

- Research available and applicable grants and fundraising opportunities.
- Assist in drafting grant proposals; maintain spreadsheet outlining grant requirements and application deadlines.
- Monitor news coverage of the D.C. homelessness crisis and the state of affordable housing; draft communications around such issues when applicable.
- Support the planning of virtual and in-person events, including our annual benefit and educational panels, featuring leaders in the D.C. housing and supportive services spaces.
- 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.

### **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 more than 900 families living in poverty.

**To apply:**

Please email Housing Up's Philanthropy Team with your resume, brief cover letter and a writing sample (e.g., social media posts, newsletter, essay, blog post, etc.) at [philanthropy@housingup.org](mailto:philanthropy@housingup.org). Include Winter/Spring 2023 Comms & Philanthropy Internship in the subject line.

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