Organization: Fellowship Square Foundation  
Position Title: Intern, Development  
Status: Part-Time  
Hours Details: Flexible Hours, between 12-20 hours/week (fall, winter, spring); minimum of 20 hours/week (summer)  
Pay Details: Unpaid position; college credit and limited stipend may be available  
Location: Reston, VA  
Supervisor: Development & Operations Manager

Fellowship Square Foundation (FS) is a 501(c)3 nonprofit organization whose mission is to provide affordable housing and services for older adults. FS is seeking a self-motivated individual to support our fundraising and development efforts. FS is fast-paced mission driven organization with an exciting internship opportunity for someone looking to gain experience in the fields of nonprofit management, senior/aging-related services, fundraising/development, and database management.

Job Responsibilities:
- Help to refine and execute current Fundraising Plan (grants, annual campaign, sponsorships)
- Research potential funding prospects
- Assist with grants submissions and contribution applications to potential funders
- Track communications with all potential funders
- Send Thank You letters to donors
- Assist with all sponsorship fulfillment
- Assist with plans for Annual winter fundraiser (A Winter Wonderland) – developing marketing materials, marketing schedule and plans
- Develop event invitations, reminders and other campaign information and designs in Constant Contact
- Prepare fundraising materials for all events as needed
- Assist with updating our website related to all fundraising campaigns and information
- Assist with the creation and execution of smaller-scale PR/Fundraising events at two of our communities (either virtual or in-person)
- Explore and research future fundraising event ideas – preparing event overview/plans for these
- Attend community outreach events as needed
- Assist with State registrations for MD and DC

Qualifications:
- Display a can-do attitude and provide excellent customer service
- Have personal computer skills, including Microsoft Applications (i.e. – Word, Excel, PowerPoint)
- Knowledge in WordPress and Customer Relationship Management technology a plus
- Communicate clearly and effectively through writing and speaking

Expectations:
The intern will be expected to keep a consistent, though flexible, schedule. The intern may be asked to attend off-site meetings so transportation is important. The intern should be able to successfully communicate with people from various backgrounds and cultures. Organizational, interpersonal,
verbal and written communications skills, strong attention to detail, ability to multi-task, prioritize and exercise good judgement are important skills.

**To Apply:**
Send cover letter and resume to info@fellowshipsquare.org.