



Fellowship Square

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,



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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.