

U.S. Committee for Refugees and Immigrants
2231 Crystal Drive, Suite 350
Arlington, VA 22202

Nonprofit Development and Fundraising Intern

Description:

One position available working with the Development Department at U.S. Committee for Refugees and Immigrants (USCRI).

Responsibilities:

- Research potential funding sources (non-government) for many different projects, domestic and international. Will include going to DC Foundation Center Library.
- Assist in direct mail campaigns.
- Assist with State Registration and Charity Filings.
- Identify opportunities for public visibility of USCRI.
- Track our organization in the news.
- Work with donor management database.

Qualifications:

- Excellent writing and editing skills.
- Enthusiasm, positive attitude.
- Interest in international and domestic issues.
- Attention to detail and ability to work independently, sometimes under pressure.
- Computer literacy - preferably with PC systems.

Compensation:

- Part-time (15-30 hrs. per week): up to \$80 stipend per month
- Full-time (30+ hrs. per week): \$100 stipend per month
- Local travel expenses to and from the office are also reimbursed

Application Instructions:

Requirements, Addresses and Deadlines

To apply for this internship, please send the following application materials VIA EMAIL ONLY to apply-internship@uscridc.org. Specify "Nonprofit Development and Fundraising Intern" and your name in the subject line of your email. No phone calls please!

- Resume or C.V.
- Cover letter, stating the basis for your interest in this position and why your qualifications make you the right candidate for this internship
- Writing Sample of 3 to 5 pages (this could be the introduction to a school paper, professional work for another organization, personal statement or a creative writing piece)
- Two References (names and contact information only)

This internship is offered every spring, summer, and fall semester. The deadlines for each are as follows:

- Spring: Last day to apply is January 31st, Internship begins in February
- Summer: Last day to apply is April 30th, Internship begins in May
- Fall: Last day to apply is August 31st, Internship begins in September

*Internships require a minimum 10-week commitment. The internship is located at Crystal City-Arlington, VA, 15 minutes from DC.