



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
- Submit grants and contribution applications to potential funders
- Track communications with all potential funders
- Maintain contact information for all potential funders in eTapestry
- Send Thank You letters to donors
- Maintain eTapestry database with latest contribution and contact information; pull reports as needed
- Assist in all sponsorship fulfillment
- Prepare Fundraising materials for events as needed
- Update website related to all fundraising campaigns and information
- Attend community outreach events as needed

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.