



## POSITION ANNOUNCEMENT

**Title:** Development and Communications Intern

**Classification:** Temporary, part-time, Non-exempt

**Reports to:** Donor Relations Manager and Development and Events Specialist

**Date:** October 2019

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### Summary:

For Love of Children (FLOC) is a mission-driven organization providing educational services beyond the classroom to help students succeed from first grade through college and career. FLOC has successfully operated since 1965, reaching and serving over 10,000 young people. With offices in Washington DC and West Virginia, we serve nearly 600 students per year in local schools and at FLOC's facilities and our services are free to all of our participants. FLOC brings together students, volunteers, families, and community partners in proven programs that teach, empower, and transform.

For Love of Children is seeking a detail-oriented, self-driven and motivated **Development and Communication Intern** to work 10 hours/week to help support fundraising events, conduct fundraising research, and create donor communication content and profiles. In partnership with the Donor Relations Manager and Development and Events Specialist, the Development and Communications Intern will have the opportunity to learn about all aspects of FLOC fundraising efforts and participate in the support of most fundraising activities.

**Our event-based fundraising and donor communication efforts are critical to the long-term success of our work and the Fundraising and Events Intern plays an essential role in supporting these activities.** Staff at FLOC are passionate about the success of young people, and thrive in an environment where professionals, volunteers, families, and especially youth are positively impacted by community-based programming.

### Key Responsibilities:

- **Fundraising Event Support:** Assist with planning and logistics for our major fundraising events, including but not limited to the Annual Fundraising Celebration, Book Festival, Scholarship Dinner.
  - Assist with event related preparations and wrap-up
  - Create and disseminate name tags
  - Manage guests lists
  - Coordinate, assemble, and distribute gift bags
  - Support event set up and break down
- **Service Day:** Plan, create and coordinate 4-5 day of service activities for potential corporate sponsor Days of Service
- **Fundraising Research:** Produce research on individual, foundation, and corporate donors and prospects to identify alignment with FLOC's priorities.
  - Research organizations that participate in employee matched giving
  - Research organizations that have corporate social responsibility programs in alignment FLOC's mission
- **Marketing/Social Media:**
  - Collaborate with the Communications Coordinator to develop effective online and print materials to promote forthcoming events, advertise the annual gala and other events.

- o Collaborate with the Communications Coordinator to create an innovative social media campaign highlighting FLOC's 55th anniversary.
- o Research effective company swag ideas for donor meetings and FLOC events
- **Donor Correspondence:**
  - o Create new (and multiple) donor acknowledgement letters
  - o Draft donor acknowledgements, pledge reminders, thank you letters, evaluations, and any other related correspondence

**Experience:**

- Any experience supporting fundraising, marketing or communications efforts;
- Any experience related to volunteer engagement is highly preferred;
- Experience with individual gift giving and donor stewardship in a non-profit organization is preferred but not required;
- Event planning experience is ideal.

**Requirements:**

- Excellent oral and written communication skills
- Strong organizational skills are required;
- Highly organized and detail oriented;
- High functioning ability with computer software and applications, including MS Word, MS Excel, and internet for research;
- Passionate about youth development and education issues in Washington DC;

**Work Environment:**

- This job operates in an office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets.
- This is largely a sedentary role; however, external event meetings and event attendance are required. This would require the ability to travel to and from local locations, speak with a variety of external stakeholders (vendors, funders, donors, partners, and others), and represent FLOC in the community.
- This job is located in the District of Columbia.

**Compensation:**

- Interns will receive a monthly stipend of \$750.00. We are asking for a minimum of 10 hours per week/semester.

**To Apply:**

Please send your **resume** and **cover letter** in attachment form to Brandelyn Anderson, Executive Director at [recruitment@floc.org](mailto:recruitment@floc.org), with the subject line, "FLOC Development and Communications Intern". Only competitive candidates will be contacted and invited to participate in the selection process. **No phone calls please.** Applications are accepted until the position is filled.

For Love of Children is committed to a policy of equal opportunity for all persons without regard to race, creed, color, sex age, religion, national origin, disability, citizenship, sexual orientation, political affiliation, or any other illegal basis or discrimination. Applicants and employees receive equal opportunity in recruitment, hiring, promotion, discipline, transfers, benefits, services, training, termination and all other personnel procedures. FLOC believes that every employee should have the opportunity to achieve his or her potential, limited only by individual ability to perform the work, level the effort, experience and training, and should be able to work in an environment free of discrimination or sexual or other harassment.