



INTERNATIONAL  
STUDENT HOUSE  
*washington, d.c.*

## **International Student House of Washington, DC**

### **Development Intern**

updated July 28, 2020

International Student House of Washington, DC (ISH-DC), a non-profit organization in the Dupont Circle neighborhood in the heart of Washington, provides an exceptional residential experience to a highly diverse international community of graduate students, interns, and visiting scholars. The House promotes inter-cultural dialogue, encourages life-long connections, and fosters global citizenship.

### **The Opportunity**

ISH-DC seeks a Development Intern for the fall 2020 semester with an interest in nonprofits and nonprofit management.

### **Requirements**

- Must be enrolled in an academic program at an accredited institution
- Must be eligible to intern in the U.S. (Visas will not be sponsored by ISH-DC)

### **Responsibilities**

This role will support the organization by working under ISH-DC's Director of Development and other professional staff members on the following:

- Research and identify potential donors including individuals, corporations, and foundations
- Research and identify grant opportunities
- Draft and submit grant proposals under the supervision of the Director of Development
- Support the development and execution of appeal campaigns
- Draft, print, and send donor acknowledgements
- Develop actions to creatively acknowledge and engage donors
- Support donor database maintenance
- Support the logistics of cultivation programs as needed
- Serve as liaison with the Development Committee and annual Awards Dinner Committee
- Work with graphic designer to design printed resources for the Awards Dinner
- Assist with sponsorship approaches to individuals and corporations for Awards Dinner support

### **Skills and Specifications**

- Excellent communication skills
- Course work/experience in non-profit management preferred
- Development experience preferred
- Development interest required
- Ability to work individually and under the supervision of organization leadership

- Excellent organization, prioritization, and time management skills
- Ability to meet project deadlines
- Attention to detail
- Desire to learn and contribute to a small non-profit
- Creativity, innovation and positive mind-set

Applicants should send a cover letter and resume (email subject line “Internship Application: [First and Last Name]”) to Katherine Russell, ISH Director of Outreach and Strategic Initiatives ([krussell@ishdc.org](mailto:krussell@ishdc.org)).