



DO GOOD INSTITUTE

Impact Interns: Summer 2020

Organization Information

Organization Name:	Congressional Hunger Center
Address:	810 7th St NE, Washington, DC 20002
Website:	https://www.hungercenter.org/
Organization Description:	The Congressional Hunger Center (CHC) is a 501(c)3 nonprofit that works to make issues of domestic and international hunger a priority to policymakers in the U.S. government, and to raise a new generation of leaders to fight against hunger and poverty. Our mission is to train and inspire leaders who work to end hunger, and to advocate public policies that create a food secure world. We strive to be a leader in the movement to ensure access to food as a basic human right for all people. We create and nurture a community of innovative and inspiring leaders who act as change agents, bridging the gap between grassroots efforts and national and international public policy to provide access to nutritious, affordable and culturally appropriate food. We accomplish this mission through our advocacy, policy and coalition work, and our two leadership development programs; the <u>Bill Emerson National Hunger Fellows Program</u> , and the <u>Mickey Leland International Hunger Fellows Program</u> .
Point of Contact: (Name, title, email)	Layla Amarir; lamarir@hungercenter.org ; Program Associate

Position Description

Internship Time Period:	<input checked="" type="checkbox"/> Fall 2020 <input type="checkbox"/> Other: _____
Hours Per Week:	15 hours
Undergrad/Grad Intern Preference: (you may only select one per project description)	<input type="checkbox"/> Graduate <input checked="" type="checkbox"/> Undergraduate
Internship Description and Duties:	The Fall 2020 Development Intern will work with the Hunger Center's Development team on implementing its revamped fundraising strategy for the organization. This role will involve assisting with fundraising outreach through written and verbal communication to the Hunger Center's donor base, assisting in event planning logistics for the Hunger Center's annual fundraiser and designing fundraising messages for the 2020 End of Year Giving Campaign.



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	<p>Fundraising</p> <ul style="list-style-type: none">• Researching grant opportunities and develop an outreach/request for proposal's calendar for new opportunities that relate to the Hunger Center's mission• Assist in outreach with awards ceremony sponsors and scheduling calls for Development team• Assist in finding a point of contact at new organizations (Colleges and Universities, Union Market Vendors, etc.)• Research new fundraising tools on the market, assess ROI for Development team• Research the method of estate planning for fundraising• Assist in the research and drafting of a Gift Acceptance Policy for the Hunger Center• Take minutes at fundraising calls with Development team and log into salesforce• Assist in drafting development update emails (monthly/quarterly)• Assist in promoting ongoing fundraising campaigns• Assist in the launch of the monthly giving program• Assist in 2020 End of Year Giving Campaign planning and logistics<ul style="list-style-type: none">○ Main project: Design 2020 Hunger Center Holiday Card <p>Event Planning</p> <ul style="list-style-type: none">• Assist in scheduling a gratitude event for Hunger Center supporters• Assist with event planning close out logistics for the 2020 Hunger Leadership Awards<ul style="list-style-type: none">○ Main projects include:<ul style="list-style-type: none">▪ Assist in follow up to event sponsors (i.e. pending sponsorships and donor acknowledgement)▪ Assist in tracking sponsorship benefits for confirmed event sponsors• Organize one staff volunteer opportunity (optional) <p>Communications</p>
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	<ul style="list-style-type: none"> • Produce engaging Instagram and Facebook posts for the Hunger Center • Assist Development and Communication’s team in designing a social media policy and style guide for the organization <p>Education</p> <ul style="list-style-type: none"> • Attend 27th Class Emerson National Hunger Fellows and 10th Class Leland International Hunger Fellows virtual training sessions • Complete October End Hunger in 30 Challenge • Conduct a staff brown bag discussion on a topic of your choice • Attend meetings and briefings related to anti-hunger policy work, share insights with Hunger Center staff <p>Administrative</p> <ul style="list-style-type: none"> • Salesforce: <ul style="list-style-type: none"> ○ Work with Development and Communication’s team to ensure event attendance data is accurate and organized (contact record clean up) ○ Update Salesforce with historical grant amounts and corresponding fiscal/calendar years
<p>Description of long-term project the Impact Intern will lead or substantively contribute to:</p>	<ul style="list-style-type: none"> • Update the Hunger Center's profile on Charity Navigator, Great Non-profits, and GuideStar • Archive the Hunger Center Instagram page using linkinbio.com • Alum Giving Analysis: <ul style="list-style-type: none"> ○ Help plan focus groups around alum giving and why giving is so low ○ Analyze our conversion rate for alum donors from the 2018 impact report. Did we convert the probably's and possibly's? - report out to staff at a weekly staff meeting later in the summer • Build out social media messages in social media calendar <ul style="list-style-type: none"> ○ Monday alum day's: kick off the week with an inspiring story of someone in our alum network



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	<ul style="list-style-type: none"> ○ Use research tools, start with the alum channel on slack to begin building these messages
<p>Qualifications and/or skills desired:</p>	<ul style="list-style-type: none"> • Passion for fundraising, experience desirable • Exceptional organizational skills and attention to detail • Experience working collaborative; ability to work well with others through virtual platforms • Excellent oral and written communication skills • Demonstrable research skills • Has a passion for food security and/or social justice.
<p>The following information is required from the intern:</p>	<p>X Resume X Cover Letter Writing Sample Other: _____</p>





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<p>Interviews will be conducted via the following methods:</p>	<p><input checked="" type="checkbox"/> Zoom <input type="checkbox"/> Google Hangouts <input type="checkbox"/> WebEx <input type="checkbox"/> Other: _____</p>
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