Impact Interns: Fall 2020

Organization Information

<table>
<thead>
<tr>
<th>Organization Name:</th>
<th>IMPACTdmv Inc.</th>
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<tbody>
<tr>
<td>Address:</td>
<td>11101 Pelican Dr. Upper Marlboro, MD 20772</td>
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<tr>
<td>Website:</td>
<td><a href="http://www.impactdmv.org">www.impactdmv.org</a></td>
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<tr>
<td>Organization Description:</td>
<td>Based in Prince George's County, Maryland, IMPACTdmv Inc. is a 501(c)(3) nonprofit organization that provides 14- to 30-year olds with resources designed to promote intellectual, artistic, and social growth through early adulthood. From workshops to creative programming, our captivating events strengthen academic, professional and interpersonal skills, and foster critical connections that leave a lasting impact.</td>
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<tr>
<td>Point of Contact:</td>
<td>Armani McMillan, Executive Director, <a href="mailto:info@impactdmv.org">info@impactdmv.org</a></td>
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Position Description

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<tr>
<th>Internship Time Period:</th>
<th>☒ Fall 2020</th>
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<tr>
<td>Hours Per Week:</td>
<td>10</td>
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<tr>
<td>Undergrad/Grad Intern Preference:</td>
<td>☒ Graduate</td>
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<tr>
<td></td>
<td>☐ Undergraduate</td>
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<td>Internship Description and Duties:</td>
<td>The IMPACTdmv Grant Writing/Editing Services Internship affords graduate students the opportunity to learn valuable writing, communications, fundraising and leadership skills while leading several projects and making an IMPACT in their community. Grant Writing Responsibilities:</td>
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<td>• Work collaboratively with members of our creative, communications, experiential, fundraising and digital marketing teams</td>
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<td>• Conduct full range of activities required to prepare, submit and manage grant proposals to the United Parcel Service, Aldi Supermarket Company, the Truist Foundation</td>
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<td>• Perform research on foundations, schools and corporations to strategically plan future grant applications for the 2020-2021 fiscal year</td>
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<td>Additional Responsibilities:</td>
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| Description of long-term project the Impact Intern will lead or substantively contribute to: | The Grant Writing/Editing Services intern will work closely with our Executive Director and board members and receive hands on experience while working on various marketing, fundraising and grant projects:
- Assist with the strategic planning and design of IMPACTdmv’s newest service IMPACT Editing. An integral piece of our newest College Access program where we will assist 50 families in the DC metropolitan area.
- Conduct full range of activities required to prepare, submit and manage grant proposals to the United Parcel Service, Aldi Supermarket Company, the Truist Foundation
- Perform research on foundations, schools and corporations to strategically plan future grant applications for the 2020-2021 fiscal year
The intern will conclude the internship with substantial grant writing experience from conception to completion. They will have a full understanding of the grant application process. As well as experience designing and executing nonprofit programming. |
| Qualifications and/or skills desired: | Must be pursuing a master’s degree
- Must have previous proofing/editing experience
- Experience using Microsoft Word, G Suite, Canva, Mailchimp, and Wix is strongly preferred
- Prior experience in editing professional documents for public consumption preferred
- Must demonstrate proofreading and editing capability of materials
- Must pass an editorial skills test |
- Grant writing experience is strongly preferred but not required
- A demonstrated understanding of the fundamentals of marketing and/or advertising
- Superior attention to detail
- Excellent written and verbal communication skills
- Intern must own a computer and have reliable internet access
- Ability to work independently with limited supervision, good time management and organizational skills

| The following information is required from the intern: | ☒ Resume  
☐ Cover Letter  
☐ Writing Sample  
☐ Other: Unofficial transcript and a portfolio (2-4 documents) containing various written work such as grants, newsletters, web copy, blog posts, etc. |