



Impact Interns: Fall 2020

Organization Information

Organization Name:	IMPACTdmv Inc.
Address:	111010 Pelican Dr. Upper Marlboro, MD 20772
Website:	www.impactdmv.org
Organization Description:	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.
Point of Contact: (Name, title, email)	Armani McMillan, Executive Director, info@impactdmv.org

Position Description

Internship Time Period:	<input checked="" type="checkbox"/> Fall 2020 <input type="checkbox"/> Other: _____
Hours Per Week:	10
Undergrad/Grad Intern Preference: (you may only select one per project description)	<input checked="" type="checkbox"/> Graduate <input type="checkbox"/> Undergraduate
Internship Description and Duties:	<p>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.</p> <p>Grant Writing Responsibilities:</p> <ul style="list-style-type: none"> • Work collaboratively with members of our creative, communications, experiential, fundraising and digital marketing teams • 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 <p>Additional Responsibilities:</p>



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	<ul style="list-style-type: none"> • 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. • Perform essay reviews including editing and proofreading college application and scholarship essays for college access program participants • Assist in drafting and editing diverse marketing efforts: mass emails, newsletters, social media, web copy • May be required to perform other duties as requested, directed or assigned.
<p>Description of long-term project the Impact Intern will lead or substantively contribute to:</p>	<p>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:</p> <ul style="list-style-type: none"> • 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 <p>The intern will conclude the internship with substantial grant writing experience from conception to completion. They will have a full understanding or the grant application process. As well as experience designing and executing nonprofit programming.</p>
<p>Qualifications and/or skills desired:</p>	<ul style="list-style-type: none"> • 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



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	<ul style="list-style-type: none"> • 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
<p>The following information is required from the intern:</p>	<p><input checked="" type="checkbox"/> Resume</p> <p><input checked="" type="checkbox"/> Cover Letter</p> <p><input checked="" type="checkbox"/> Writing Sample</p> <p><input checked="" type="checkbox"/> Other: _Unofficial transcript and a portfolio (2-4 documents) containing various written work such as grants, newsletters, web copy, blog posts, etc. _____</p>
<p>Interviews will be conducted via the following methods:</p>	<p><input checked="" type="checkbox"/> Zoom</p> <p><input type="checkbox"/> Google Hangouts</p> <p><input type="checkbox"/> WebEx</p> <p><input type="checkbox"/> Other: _____</p>