



Impact Interns: Summer 2021

Organization Information

Organization Name:	Congressional Hunger Center
Address:	200 Massachusetts Ave NW, 7th Floor , Washington D.C. 20001
Website:	www.hungercenter.org
Organization Description:	<p>The Congressional Hunger Center invests in the development of emerging leaders in the movement to end hunger in the United States and around the world. We strive to engage leaders, especially leaders who have experienced hunger and poverty and leaders of color, in bridging the gap between field and policy, community and Congress, theory and practice. We do this through anti-hunger leadership development fellowships and internships, advocacy and education campaigns and curriculum, and network building.</p> <p>Over the last 27 years, the Hunger Center has trained more than 1,000 new leaders in the movement to end hunger. The work of our Hunger Fellows and interns has expanded the capacity of 358 partner organizations working to end hunger and poverty in 47 U.S. states plus Puerto Rico and Washington, D.C., and 43 countries worldwide.</p>
Intern Supervisor: (Name, title, email)	Kiana Kelly, Development Coordinator, kkelly@hungercenter.org

Position Description

Internship Time Period (include projected dates):	<input checked="" type="checkbox"/> Summer 2021 Internship dates: Monday, May 31 – Friday, August 6, 2021
Hours Per Week:	40
Number of Weeks:	10
Undergrad/Grad Intern eligibility:	<input type="checkbox"/> Graduate <input checked="" type="checkbox"/> Undergraduate
Internship Description and Duties:	<p>The Summer 2021 Development Intern will work with the Hunger Center's Development team on implementing its 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, the Hunger Leadership Awards, and drafting social media posts for the Hunger Center's Instagram and Facebook accounts.</p>



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	<p>Main duties include:</p> <ul style="list-style-type: none"> • Maintain acknowledgment letter report in Salesforce • Assist in outreach with existing and prospecting sponsors and scheduling calls for Development team • Assist in tracking sponsorship benefits for confirmed event sponsors • Assist in gathering alum testimonials for fundraising communications
<p>Description of long-term project the Impact Intern will lead or substantively contribute to:</p>	<p>The Development Intern's core project will be assisting the Development Coordinator in implementing the Congressional Hunger Center's annual fundraising event, the 2021 Hunger Leadership Awards (HLA). Last year the HLA raised more than \$170,000 in unrestricted funding for our leadership development anti-hunger fellowships, internships, and advocacy and education campaigns.</p> <p>HLA event planning logistics include: assisting in outreach to event sponsors (i.e. Fundraising communications, collecting sponsorship logo's, donor acknowledgement); assist in tracking sponsorship benefits for confirmed event sponsors; designing and compiling the event slide show; managing event registration; and assisting in volunteer engagement. We are anticipating that this year's event will be held virtually on Wednesday, July 21st.</p>
<p>Qualifications and/or skills desired:</p>	<ul style="list-style-type: none"> • Strong written and verbal communication skills. • Excellent attention to detail and strong organization skills • Communicative and comfortable cold calling funders • Strong time management skills and ability to manage multiple tasks and projects • Works well independently • Passionate about ending hunger and poverty • Experience in fundraising is preferred • Experience using Salesforce and/or Canva is a bonus.
<p>This position requires specific clearances, background checks, or specific documentation upon hiring.</p>	<p>Not Applicable</p>



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The following information is required from the intern:	<input checked="" type="checkbox"/> Resume <input checked="" type="checkbox"/> Cover Letter <input type="checkbox"/> Writing Sample <input type="checkbox"/> Other: _____
Interviews will be conducted via the following methods:	<input checked="" type="checkbox"/> Zoom <input type="checkbox"/> Google Hangouts <input type="checkbox"/> WebEx <input type="checkbox"/> Other: _____