



Impact Interns: Summer 2021

Organization Information

Organization Name:	D.C. Policy Center
Address:	1310 L ST NW SUITE 325 WASHINGTON, DC 20005
Website:	https://www.dcpolicycenter.org/
Organization Description:	Established in 2016, the D.C. Policy Center is a non-partisan think tank committed to advancing policies for a strong and vibrant economy in the District of Columbia. The D.C. Policy Center informs policymaking by offering data and analyses on the District's economy and demography. The D.C. Policy Center engages in policymaking by developing and promoting policy proposals, building coalitions to facilitate their adoption, and providing the strongest evidence and the most convincing arguments in support of our policy agenda. Our main audience includes key members of the District's policy world who collectively shape the direction of policy in the District, such as the Mayor and executive appointees; Councilmembers and their staff; career civil servants; and engaged advocates, employers, business groups, associations, academics, and analysts.
Intern Supervisor: (Name, title, email)	Aimee Custis, Director of External Relations, aimee@dcpolicycenter.org

Position Description

Internship Time Period (include projected dates):	<input checked="" type="checkbox"/> Summer 2021 Internship dates: 5/17/21 - 7/30/21 (flexible)
Hours Per Week:	20
Number of Weeks:	10
Undergrad/Grad Intern eligibility:	<input checked="" type="checkbox"/> Graduate <input checked="" type="checkbox"/> Undergraduate
Internship Description and Duties:	Primary Project (40-50% of time) <ul style="list-style-type: none"> Under the mentorship of the Director of External Relations, choose, write, and execute a work plan for a major project that will be the centerpiece of your internship, in one of the following areas: communications (suggested topic: website relaunch), fundraising (suggested topics: CRM database launch or foundations communications)



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	<p>plan), or events (plan and execute an event, start to finish).</p> <p>Other Responsibilities (50-60% of time)</p> <ul style="list-style-type: none"> • Track, log, and analyze our earned media coverage. Work with the Director of External Relations to identify trends, cultivate relationships with reporters, and amplify our media coverage. • Contribute to the writing and execution of monthly social media plans. • Assist with the planning and execution of fundraising campaigns targeting various types of donors. Assist with the writing and submission of grant proposals and letters of interest to foundation funders. • Support ongoing development operations, including donor tracking, moves management, and accounts receivable. • Under the mentorship of the Director of External Relations, write draft copy for publications, newsletters, fact sheets, and other documents in support of the Policy Center’s mission. Develop and hone your copyediting skills by helping quality-control publications and other materials before they are released to the public. • Assist with the planning, execution, and follow-up for development events such as affinity lunches and roundtable discussions, as well as policy-based events such as issue briefings and report launches. (Please note, at this time, all events are videoconference-based.)
<p>Description of long-term project the Impact Intern will lead or substantively contribute to:</p>	<p>Under the mentorship of the Director of External Relations, choose, write, and execute a work plan for a major project that will be the centerpiece of your internship, in one of the following areas: communications (suggested topic: website relaunch), fundraising (suggested topics: CRM database launch or foundations communications plan), or events (plan and execute an event, start to finish).</p>



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<p>Qualifications and/or skills desired:</p>	<ul style="list-style-type: none"> • Experience using Microsoft Office, especially Word and Excel; WordPress; MailChimp; and major social media platforms. • Interest in fundraising, communications, and/or non-profit management. A demonstrated interest in local policy issues is preferred.
<p>This position requires specific clearances, background checks, or specific documentation upon hiring. Please list requirements or write Not Applicable.</p>	<p>Not Applicable</p>
<p>The following information is required from the intern:</p>	<p><input checked="" type="checkbox"/> Resume <input checked="" type="checkbox"/> Cover Letter <input type="checkbox"/> Writing Sample <input type="checkbox"/> Other: _____</p>
<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>