

## **The Heart of America Foundation Development Internship**

### **About The Heart of America Foundation**

Founded in 1997, The Heart of America Foundation's focus is to provide children everywhere with the tools they need to read, succeed and make a difference. The Heart of America Foundation's programs uniquely combine volunteer service and reading. For additional information, log onto [www.heartofamerica.org](http://www.heartofamerica.org).

### **Program Overview**

The READesign® library makeover program brings students, families, and volunteers together to give school libraries a much-needed makeover with artwork, furniture, technology, and books. Over 500,000 youth and adult volunteers with Heart of America have served more than 1,075,000 hours giving back to their communities. We have given over 3.4 million books valued at nearly \$21.7 million to children in need across the country.

The Books From The Heart program puts books into the hands of children who need them the most. Through these programs, elementary schools and students receive new, age-appropriate books to replenish school, classroom and home libraries. At book giveaway events, staff and volunteers read to children and reinforce the importance of literacy.

### **Internship Overview**

The Heart of America Foundation, a national nonprofit, is seeking a dynamic, self-motivated intern for its Washington, DC headquarters to focus specifically on development related activities. Interns work a minimum of 10 hours per week; 20 hours or more would be preferred; start and end dates are flexible, although we prefer longer term interns.

This unique internship will offer a variety of excellent hands-on opportunities to engage in grass-roots nonprofit operations, while promoting community service and reading. Interns will be a part of our External Relations team, which manages and coordinates our fundraising, outreach, and communications. This position will provide ample opportunity for professional and personal growth while working alongside a fun and dedicated staff. Juniors and seniors pursuing a degree in English or in the field of Communications and/or individuals with commensurate experience are preferred.

### **Internship Duties:**

- Supports the design, writing and editing of fundraising and development materials such as sponsor presentations, partnership proposals, and grant applications
- Assists with donor communications such as thank you letters, impact reports, etc.
- Maintains donor database including contacts, engagement, impact statistics, etc.
- Researches partnership opportunities with like-minded organizations and like-missioned sponsors to expand reach and impact
- Support and drive innovation with special events and public outreach to cultivate and secure new donors in line with annual goals

### **Internship Qualifications**

We are seeking detail oriented, creative, energetic, and motivated individuals to support our national outreach efforts. While experience is useful and preferred, a strong skill set is more valuable; we will provide mentorship and ample opportunity for growth. *To be successful in this internship, applicants must possess the following:*

- Outstanding written and oral communication skills;
- Excellent interpersonal skills with ability to interact with all levels of management;
- Superior organizational skills and attention to detail
- Excellent planning and time management
- A collaborative and positive attitude
- The ability to work individually and as part of a team
- Proficiency in Microsoft Office programs
- Confidence working with diverse groups of people, including volunteers and children, as well as a high comfort level with public speaking

- Students with a solid history of volunteerism and community service and/or those studying the fields of education, communication, social work, public relations or other related fields are encouraged to apply

**Values Statement:**

At The Heart of America Foundation, we look for people who work with their heads AND their hearts. Talent is essential, but talent is not enough. We are looking for people who are passionate about our mission and goals and who are committed to an organizational culture based on compassion, integrity, respect and cooperation. Please review our Operational Principles before submitting your application which can be found at [www.heartofamerica.org](http://www.heartofamerica.org).

This position is unpaid.

**How to Apply**

Please submit your resume, cover letter and a writing sample to:

[resumes@heartofamerica.org](mailto:resumes@heartofamerica.org)

Please indicate "Development Internship" in your subject line.

Due to the high volume of submissions, we will only contact those we feel are a good fit for the position.