



STRONGER COMMUNITIES. STRONGER AMERICA.

POSITION ANNOUNCEMENT

POSITION: Resource Development Intern

OPEN: Immediately

LOCATION: Washington, DC

CLOSED: When filled

CONTACT: Alexandra Katsnelson

COMPENSATION: \$17/h

BACKGROUND

UnidosUS—the largest national Hispanic civil rights and advocacy organization in the United States—works to improve opportunities for Hispanic Americans. Through its network of nearly 300 affiliated community-based organizations, UnidosUS reaches millions of Hispanics each year in 41 states, Puerto Rico, and the District of Columbia. To achieve its mission, UnidosUS conducts applied research, policy analysis, and advocacy, providing a Latino perspective in five key areas—assets/investments, civil rights/immigration, education, employment and economic status, and health. In addition, it provides capacity-building assistance to its Affiliates who work at state and local levels to advance opportunities for individuals and families.

Founded in 1968, UnidosUS is a private, nonprofit, nonpartisan, tax-exempt organization headquartered in Washington, DC, serving all Hispanic subgroups in all regions of the country. It has state and regional offices in Chicago, Los Angeles, Miami, New York, Phoenix, and San Antonio.

The Resource Development (RD) team is responsible to raising funds for the institution from corporations, foundations, and individuals.

SUMMARY

Under the supervision of the Senior Administrative Coordinator and as part of the Resource Development team, the Intern will provide support to the entirety of the RD team based on immediate needs and long-term strategic goals. The Intern will support research of prospects and donors, managing donor mailings, data entry, event planning and guest relations, and various administrative tasks.

This is an excellent opportunity to learn about fundraising, nonprofit administration, event planning, and marketing and communications. The ideal candidate will have a strong work ethic, passion for nonprofit work and Latino advocacy, and enthusiasm for development.

UnidosUS seeks to host an Intern starting immediately with a commitment of at least 15 hours per week. The Intern must reside within commuting distance of Washington, DC; UnidosUS will not cover relocation costs. While our offices are mostly connecting remotely, we would like the ability for the Intern to work in-person in the DC office once a week. All CDC guidelines including social distancing and mask wearing are followed while in the office. A laptop for work use will be provided. Regular office hours are Monday through Friday, 8:30 a.m.–5:30 p.m., with flexibility to accommodate class and work schedules.

RESPONSIBILITIES

- Prospect and donor research
- Gathering, writing, and editing information for quarterly newsletter
- Data collection, entry, and management
- Provide support to staff for event planning and follow-up activities
- General office duties, including clerical support, research, and administrative assistance
- Light lifting, packing, assembly, and distribution of materials, especially for events and mailings

QUALIFICATIONS

- All majors are encouraged to apply, but a strong interest in fundraising, development, and/or nonprofit management is required
- Excellent written, oral, and proofreading skills
- Strong computer skills, including knowledge of Microsoft Outlook, Word, and Excel, and Internet research skills
- Ability to think and work creatively and independently
- Strong ability to prioritize and organize multiple tasks, work under pressure, and meet strict deadlines both independently and in a team
- Exceptional attention to detail
- Bilingual written and verbal ability (English-Spanish) preferred but not required
- Responsible and professional work ethic
- Reliable, dependable, and able to commit to at least 15 hours per week for at least three months

SEND COVER LETTER, WRITING SAMPLE, AND RÉSUMÉ TO:

Alexandra Katsnelson at akatsnelson@unidosus.org

EQUAL OPPORTUNITY EMPLOYER. All qualified applicants will receive consideration without regard to race, color, national origin, marital status, religion, gender, age, disability, sexual orientation, gender identity or expression, personal appearance, family responsibilities, political affiliation, or enrollment in a college, university, technical school, or adult education institute.