Job Announcement
Development Intern

About the National Fair Housing Alliance:

The National Fair Housing Alliance (NFHA) has an immediate opening for a dynamic, results-oriented team member to join our development department. NFHA leads the fair housing movement and is the nation's only national organization exclusively dedicated to eliminating all forms of housing discrimination and ensuring equitable housing opportunities for all people and communities. We have a diverse, experienced, mission-driven, and impactful team that has developed equity-based policies at the federal, state, and local levels to expand fair housing opportunities; brought precedent-setting litigation to eliminate some of the most heinous forms of housing discrimination; conducted groundbreaking research to promote equitable solutions; and invested millions of dollars in underserved communities. We have solid relationships, built on trust, with national, regional, and local organizations, and we effectively draw upon these connections to reach vital goals. We are game changers that millions of people rely upon to advance justice when it counts.

Where you live matters. It affects every aspect of your life and determines whether you have access to the options and opportunities we all need to thrive. Yet despite important existing federal laws, housing inequality remains stubbornly entrenched. That is why — through its education and outreach, member services, policy and advocacy, housing and community development, tech equity, enforcement, and consulting and compliance programs — NFHA is dismantling longstanding barriers to equity, rooting out bias, and building diverse, inclusive, well-resourced communities.

To learn more about NFHA, please visit https://nationalfairhousing.org/.

Position Summary:

NFHA’s Development Intern will work as part of a team to implement the organization’s operational plan goal of meeting or exceeding revenue goals for NFHA and take on other responsibilities assigned by the Vice President of Development. The intern will focus on prospect research of funders and sponsors and support the planning, administrative duties, and donor relations associated with fundraising-related activities, as assigned, in order to meet and exceed budget goals.

This position will support the successful execution of fundraising appeals, sponsorship opportunities for events, grant writing, and development meetings. Duties include creating briefing memos, talking points, and other meeting-related materials; drafting communications for digital individual giving communications and appeals; and supporting needs related to donor cultivation and recognition. The ideal candidate will be comfortable working independently and collaboratively within a growing, close-knit team and thrive in a fast-paced, deadline-driven environment.
Due to the current pandemic circumstances and our commitment to providing the highest care for our community, NFHA requires all new employees to be fully vaccinated against COVID-19 before being hired. Candidates should be prepared to submit proof of COVID-19 vaccination upon hire or discuss accommodations in line with COVID-19 safety protocols.

Duties & Responsibilities:

Execute strategies to retain, grow, and recruit donors (55%)

- Increase constituent engagement through cultivation and engagement activities for individuals.
- Collaborate with communications staff to implement successful individual fundraising and stewardship activities.
- Research potential individual, institutional, and corporate donors.
- Assist with coordination of the:
  - 2023 Tech Equity Hackathon,
  - 2023 National Conference, and
  - 2023 Tech Equity Forum.

Sponsorship (25%)

- Identify potential Tech Equity Hackathon, National Conference, and Tech Equity Forum sponsors.
- Assist the team with securing sponsorships.
- Help fulfill sponsorship deliverables associated with the partnership.

Administrative/Financial (20%)

- Assist with data gathering/compilation and CRM data entry/management.
- Assist with sponsor tracking and day-of fulfillment, as needed.
- Provide correspondence to individuals, sponsors, and partners as directed by the VP of Development.
- Assist with event follow up and analysis where necessary.
- Assist with sponsor wrap up reports and donor proposals, as needed.

Learning Objectives

- Know the planning steps to ensure a successful fundraising sponsorship event.
- Be able to manage donor and volunteer relationships.
- Understand the inner workings of a non-profit organization.
- Increase communication and marketing skillset.
- Know how to maximize revenue growth and the importance of community outreach.
- Utilize and improve project and time management skills.

Preferred Qualifications:

- Currently pursuing a degree as a Junior or Senior in college or any year in graduate school
Open to all majors, with a preference for the following: non-profit management, communications, marketing, or event management
- Ability to work 8 – 10 weeks, 32 hours per week
- Exceptional organizational and time management skills
- Strong interpersonal and problem-solving skills
- Strong oral and written communication skills
- Ability to manage multiple tasks, projects, and priorities effectively
- Demonstrated initiative and motivation
- Ability to establish strong collaborative relations and work with others in a cooperative and effective manner
- Access to reliable internet (required for remote or hybrid positions)
- Familiarity with Microsoft Office Suite or similar software for e-mail, document, and spreadsheet creation/management — specific training will be provided

**Working Conditions:**
- Physical/Sensory Demands: fast-paced working environment; extensive computer usage; extensive use of telephonic communications and video conferencing.

**Application Process:**
Interested applicants should send a resume, writing sample, and cover letter to: Attn: Personnel via email at personnel@nationalfairhousing.org. No telephone calls, please. The position will remain open until filled.

**Affirmative Action/Equal Opportunity Statement:**
NFHA supports affirmative action and is dedicated to promoting equal employment opportunities. NFHA does not discriminate on the basis of race, color, religion, national origin, ancestry, citizenship, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, disability, matriculation, political affiliation, or any other category or characteristic protected by the laws of the United States or the District of Columbia.