**About the Forum**

Founded in 1982, the Forum advocates for the value of immigrants and immigration to our nation. In service to this mission, the Forum promotes responsible federal immigration policies, addressing today’s economic and national security needs while honoring the ideals of our Founding Fathers, who created America as a land of opportunity. The Forum is the only immigration advocacy organization able to work across the political spectrum, and at the local and national level. Guiding the organization’s strategy is a Board of Directors that includes a politically diverse range of faith, law enforcement, business and immigrant leadership. For 30 years, the Forum has worked to advance sound federal immigration solutions through its policy expertise, communications outreach and coalition building work, which forges powerful alliances of diverse constituencies across the country to build consensus on the important role of immigrants in America.

**Advancement Internship**

The Forum is seeking an intern that will assist with research and cultivation of supporters, creation of donor outreach materials and presentations, tracking and evaluating metrics, and assist staff with proposal writing. This is an excellent opportunity for a highly organized and motivated individual to develop skills in nonprofit fundraising work and ultimately learn about the work of the Forum.

**Responsibilities include:**

* Collaborating with the Advancement team to support and implement fundraising strategies
* Maintaining donor and grant records, including sending donor acknowledgements and logging outreach efforts
* Assist in event planning including virtual briefings and in person cultivation events
* Assisting in drafting fundraising emails, donor communications, and outreach materials
* Researching and drafting profiles of prospective donors, funders, and partner organizations
* Conducting research to identify new funding and partnership opportunities
* Preparing briefing materials to support Advancement team calls, meetings, and visits with major partners
* Use various software systems including Microsoft office, Monday.com, Salesforce and Canva
* Supporting the Advancement team with general administrative tasks as needed

**An ideal candidate must:**

* Demonstrate responsibility, flexibility, strong work ethic, and a commitment to the mission of the Forum
* Maintain a high level of organization and attention to detail
* Exhibit strong oral and written communication skills
* Be proficient with a variety of computer programs and willingness to learn
* Manage multiple tasks effectively and meet deadlines

**Qualifications:**

* Current undergraduate or a recent graduate
* Strong academic performance, organizational skills, and a genuine interest in the Forum’s mission
* Based in Washington, D.C. metro area (hybrid option available)
* Availability: 12 - 20 hours per week

**To Apply:**

Please send a cover letter and resume to strategicpartnerships@immigrationforum.org. Please note that this is an unpaid internship. **Applications submitted without a cover letter, resume and writing sample will not be considered**. Please note that due to the volume of applications we receive, we are able to respond only to those applicants whom we are interested in interviewing. No phone calls please.