



Marketing and Development Intern Job Description

Summary: The Marketing and Development Intern will have the opportunity to enhance their experience in non-profit marketing and development by supporting all marketing and fundraising efforts. This position helps to extend the resources of Warren County Habitat for Humanity, Inc. to better assist and direct the needs of our mission and vision.

Essential Duties and Responsibilities:

- Public newsletter support, including content creation and data gathering
- Copy writing or graphic support for collateral, newsletters, proposals, grants or other content as needed, based on skill and knowledge
- Research potential partners and donors
- Research potential grant opportunities
- Input data on donations and donor engagement in order to analyze success of fundraising efforts
- Support drafting campaigns for donors
- Support for fundraising events
- Any other duties as assigned by Executive Director

Requirements:

- Currently enrolled in college or a recent graduate
- Be self-directed, willing to take initiative, detail-oriented and organized
- Strong written and oral communication skills
- Graphic design skill or experience
- Copywriting and editing skills
- Proficiency with Microsoft Office
- Ability to work under deadlines
- Passion for non-profit work and the field of affordable housing
- *Successful completion of Sex Offender Registry and Criminal Background Check*
- Attend volunteer orientation and complete training supervised by the Executive Director

Time Commitment:

- 4-5 months
- Approximately 12 hours per week
- Days are flexible

Location:

- At least one day/week at the Habitat office located at 109 Water Street, Front Royal, VA 22630

- Some work can be performed remotely
- Orientation would take place in-person with the Executive Director, Board President, and/or the Marketing/Public Relations and Fundraising/Development Committee Chairs.

Compensation:

- This is an unpaid position, but may be used towards college credit. WCHFH can provide a letter of recommendation upon completion of the internship.

About Warren County Habitat for Humanity, Inc.

Since 1976 Habitat for Humanity has worked nationally and internationally serving more than 35 million people worldwide by providing safe, decent, affordable homes to families in need. Warren County Habitat for Humanity, an affiliate of Habitat for Humanity International was established in 1993. Habitat's vision is of a world where everyone has a decent place to live. Habitat works toward this vision by building strength, stability and self-reliance in partnership with people and families in need of a decent and affordable home. WCHFH programs include new home construction, critical home repairs, homeownership education, and affordable housing advocacy. Habitat is a nonprofit Christian housing organization; however, all who desire to be a part of this work are welcome, regardless of religious preference or background.

If interested, please submit your resume and cover letter to Jessica Priest-Cahill, Executive Director Warren County Habitat for Humanity, Inc. at info@warrencountyhabitat.org.