



DEVELOPMENT & MARKETING INTERN

Part-Time, Unpaid

WHAT WE DO: Main Street Child Development Center (MSCDC) is a 501(c)(3) nonprofit organization that provides high-quality, comprehensive early childhood education programs and support services that empower children and their families, regardless of their financial circumstances. Each year, MSCDC serves 115 children – 90 preschool students (ages 2 to 5) and 25 elementary school students (ages 6 to 10), with 75% coming from low-income families. MSCDC is in Fairfax, Virginia.

POSITION PROFILE: MSCDC is looking for an engaged and enthusiastic Development & Marketing Intern to join their team. Reporting to the Development Manager, the Intern will assist in activities that identify, secure, nurture and engage the individual, corporate and foundation supporters and donors of MSCDC. This is an ideal opportunity for a student with the drive to raise the profile of MSCDC.

CORE RESPONSIBILITIES:

Development:

- Assist in gift entry and the donor acknowledgement process
- Assist in executing the Development Plan
- Review and update contact lists
- Assist in the preparations of grant proposals, including at least one proposal that the intern will spearhead
- Assist in updating the grants tracking system

Marketing

- Assist in the creation and execution of a social media plan
- Update media contact lists
- Manage MSCDC photo storage
- Assist in the creation of the MSCDC newsletter and online blog content
- Assist in creating materials that further the reach of MSCDC
- Attend events on behalf of MSCDC to raise the organization profile in the community

QUALIFICATIONS: This position requires enthusiasm and a passionate desire to support MSCDC's mission - an interest in nonprofits and/or early childhood education highly encouraged; exceptional written and verbal communication skills; comfort with technology and database tools; ability to take initiative, meet deadlines, and maintain strong communication; a positive and collaborative attitude.

TO APPLY: Qualified candidates should submit a cover letter, resume and 1-page writing sample to cschwarten@mainstreetcdc.org with "MSCDC Development & Marketing Intern" in the subject. Applications will be reviewed as they are received.