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<b>POSITION:</b>	Part-Time - Internship Business Development & Marketing	<b>OPEN:</b> Seasonal
<b>LOCATION:</b>	Alexandria, VA	<b>CLOSING:</b> Applications accepted until position is filled
<b>CONTACT:</b>	Adriana Roa	<b>SALARY:</b> Work-study or credit may be arranged

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The Diversity Leadership Institute (DLI), seeks a ***Part-time Business Development and Marketing Intern*** to support start-up operations and fundraising for the Institute. DLI is a nonprofit, nonpartisan, 501(c)3 organization that addresses disparities in educational achievement and healthcare access and is committed to insuring quality services and choices to families and children in underserved communities on both the local and national levels.

The Diversity Leadership serves as a critical change agent creating and cementing new sustainable partnerships in underserved communities. Through the use of a variety of tools, including, but not limited to, appropriate new web- and computer-based educational and information dissemination/management tools, the combined wealth and breath of its internal professional and network expertise, DLI works to: *1) raise the presence and visibility of; and 2) facilitate transformative change within underserved community causes in the United States.*

#### **DLI's Value Proposition**

Transformational social movements that have had a positive impact on Hispanics are most effective when the responsibility of leadership rests upon credible, Hispanic-led organizations with the capacity to work closely with allies of all races to reach common objectives.

DLI implements education and healthcare program activities including curriculum development, training, and technical assistance in the areas of Parental Engagement, English Language Learners (ELLs), and Childhood Obesity.

#### **JOB SUMMARY:**

- Perform a wide variety of complex, responsible, and confidential program management duties for the CEO and President. Conduct surveys; collect information on operational and administrative matters; prepare comprehensive reports or manuals; assist in the preparation of request for proposals and reports.
- Assist in writing a variety of correspondence and documents for internal and external use.



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- Prepare graphic presentations as required; may edit, format, design and maintain newsletters, bulletins, fliers, forms, certificates or other documents.
  - Work with Program Directors in exploring and developing resource development opportunities and strategic partnerships; heavy grant writing. In consultation with DLI's leadership, responsibilities include:

***Grant Stewardship***

- a. Monitors grant deliverables and reporting timelines.
- b. Maintain and update an accurate database of funders, including tracking funders' communications and contact.
- c. Maintain communication with funders.
- d. Responsible for donor recognition and timely acknowledgement of donations.

**Research & Cultivation of Potential Funders**

- a. Identify and develop new potential funders.
- b. Communicate with staff about fundraising needs.
- c. Maintaining an updated database of prospects.
- d. Help staff prepare for prospect pitches.

**Solicitation of Grants**

- a. Researches grant guidelines and donor giving history.
- b. Coordinate the planning, development, and submission of proposals.
- c. Maintain a centralized source of education and health stats, boilerplate language, and support materials for proposals.
- d. Write proposals as needed.

**TIME COMMITMENT:**

Regular office hours are 9:00 am to 6:00 pm. Interns should be available a minimum of sixteen hours a week during regular office hours for at least a semester.

**LOCATION:**

DLI is conveniently located within walking distance to the Braddock Metro Station (Yellow and Blue Line). 1000 North Payne St., Suite 300 | Alexandria, VA 22314

**SALARY:**

Work-study or credit may be arranged, paid internships are dependent on program funding.



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**KNOWLEDGE REQUIRED:**

- Experience with community-based organizations that serve Latino populations.
- Strong personal commitment to the Latino community and strengthening Latin-serving educational institutions.
- Ability to coordinate information from different sources including internal staff, funding resources, and consultants.
- Strong communication and presentation skills, ability to synthesize information from different sources and present information—orally and in writing—to a variety of persons, including corporate funders and foundations, and demonstrated ability in different styles of writing and compellingly presenting case statements and project plans.
- Ability to manage multiple tasks and prioritize among assignments. Highly organized, attention to detail, strong organizational and administrative skills. Ability to exercise sound judgment, functions effectively under tight timelines, and accept, and build on, feedback.
- High degree of initiative and an ability to work with minimal supervision. Ability to work effectively as a member of a team, know when to act independently and when to consult for advice on decision-making. Ability to handle a number of different assignments simultaneously, with varying degrees of responsibility and priority.
- Knowledge of computers (and familiarity with resource development systems and software); highly competent word processing skills; knowledge of Microsoft Word, EXCEL, Access, and Power Point. Knowledge and use of Internet.
- Excellent writing and oral communication skills required.
- Bilingual/bi-literate in English and Spanish preferred.
- Comfortable in a “start-up” environment, able to create systems and establish protocols where none have existed previously.

*DLI is an equal opportunity employer. All qualified applicants will receive consideration without regard to race, color, national origin, marital status, religion, gender, age, disability, sexual orientation, personal appearance, family responsibilities, political affiliation, or enrollment in a college, university, technical school, or adult education.*

**SEND COVER LETTER, RESUME, AND REFERENCES TO:**

RE: Business Development & Marketing – Part-time Internship

Attn: Adriana Roa, Program Director

info@diversity-leadership.org