



Marketing and Development Intern (Paid) – Spring/Summer 2019

DESCRIPTION

The Marshall Legacy Institute (MLI) is a non-profit organization located in Arlington, VA. MLI's mission is to help war-torn countries recover from conflict by promoting hope, growth, and stability. Mines and explosives pose a constant threat to stability and safety to people in many war-torn countries, and so MLI has focused our efforts over the past 20 years on mine action and social impact programs to address the myriad needs faced by communities affected by conflict. Within our Mine Action Programs, we have emphasized our Mine Detection Dog Partnership Program (MDDPP), which seeks to improve the quantity and quality of Mine Detection Dogs (MDDs) worldwide; the Children Against Mines Program (CHAMPS), which fosters global citizenship and engages American youth & foreign students in the landmine issue; and the Survivors' Assistance Program, which provides medical assistance & vocational training to mine survivors, especially women and children. MLI's Social Impact Programs began as a way to assist communities in post-conflict countries live a more fulfilling life. They help to rebuild peace, promote leadership among youth, and put a strong emphasis on the empowerment of women and the improvement of their role in society.

MLI has a long and successful track record of implementing our programs in over 13 mine-contaminated countries since our founding in 1997. Please visit our website for more details about our work around the world: www.marshall-legacy.org.

MLI is seeking a Development and Communications Intern who can work closely with our Development department for 20 hours per week between 10am - 5pm, M-F, from February through August or beyond. We are a small nonprofit and are looking for an enthusiastic and motivated individual to assist our development department in grant research & writing, content creation, event planning, and more.

Job Description: This internship is an excellent opportunity for students and recent graduates who are interested in international non-profits, marketing, communications, and/or fundraising to learn:

- *Communications and development experience
- *Event-management experience
- *Hands-on participation in a small but efficient and busy fundraising department
- *Unique insight into organizational structure and current events and issues related to an international humanitarian nonprofit organization
- *Exposure to a wide range of staff positions and opportunities within a non-profit setting

Key responsibilities/projects:

- *Assist with grant writing, proposal preparations, newsletter development, press releases, donor reports, and other writing assignments
- *Assist with transition and launch of new website for MLI (experience in html and/or website design is a plus, but not required)
- *Assist with preparations for annual "Clearing the Path" Gala, MLI's largest fundraising event of the year
- *Assist with preparation for small donor and "friend-raising" outreach events
- *Compile information and data for MLI's Annual Reports
- *Conduct foundation grant research and donor prospect research



THE MARSHALL LEGACY INSTITUTE

Removing Landmines, Promoting Stability

- *Develop communication materials for donors and create social media content
- *Provide other general assistance when needed

Qualities we are looking for in an applicant:

- *Strong writing and oral communication skills
- *Strong research skills
- *Experience with content creation and/or website management preferred
- *Experience with event planning preferred
- *Proficiency with the Microsoft Office Suite
- *Strong attention to detail
- *Reliability and positive attitude
- *Ability to prioritize and manage simultaneous tasks; ability to work independently and as part of a team
- *Interest in the nonprofit sector and in international humanitarian work

HOW TO APPLY

Please send your resume, cover letter, and one writing sample to info@marshall-legacy.org. The internship start/end times are flexible, so please indicate your availability to start. Applications will be reviewed on a rolling basis.

BENEFITS

The hourly compensation for the Development and Communications Intern is \$12-15 per hour, depending on qualifications and experience. The office is within blocks of Courthouse metro and a transportation stipend may be available, but free garage parking in the building is also available.