

About the National Immigration Forum

Founded in 1982, the National Immigration 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.

Strategic Partnerships Internship

The National Immigration Forum is funded primarily by private foundations, individual donors, and corporate support. To achieve this NIF is seeking a Strategic Partnerships Intern that will assist with research and cultivation of supporters, donor outreach, tracking and evaluating metrics, and assist staff with grant application 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:

- Maintaining donor and grant files, including: sending donor acknowledgements, logging donor outreach efforts
- Assisting staff with grant application writing
- Supporting staff with logistics associated with special events, including assisting with creation of invitation list, all logistics, soliciting sponsors, communicating with venue and vendors
- Working with Strategic Partnerships team to implement fundraising strategies
- Assisting in drafting fundraising emails
- Drafting profiles of prospect donors
- Performing general administrative duties

An ideal candidate must:

- Be responsible, flexible, hard-working, ethical, and committed to the mission of NIF
- Possess a high level of organizational skills and be detail oriented
- Possess solid oral and written communication skills
- Be skilled at a variety of computer skills, e.g., Microsoft Word and Word Excel
- Be able to operate standard office equipment (fax, photocopier, etc.)
- Be able to juggle multiple tasks and meet deadlines

To Apply:

Please send a cover letter, resume, and writing sample to development@immigrationforum.org. Please note that this is an unpaid internship. Writing sample should be no longer than three pages. **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.