

NORTHEAST-MIDWEST INSTITUTE
Washington, D.C.
INTERN FOR COMMUNICATIONS AND DEVELOPMENT

Opportunity

The Northeast-Midwest Institute seeks a Summer Semester 2018 intern to assist the President and CEO with communications and development activities.

Background

The Northeast-Midwest Institute is seeking to strengthen and expand existing programmatic work – focused on environmental quality, economic vitality, and regional equity for the 18 states of the northeast and midwest – and also to develop and launch new programmatic directions – including policy areas relating to cities, infrastructure, water quality and waterways, governmental reform, and policy education and outreach. A robust communications program is critical to this effort, including an effective web presence and regular communications regarding Institute activities. New resources also are critical in order to fund the Institute’s work, and an expanded development program is underway to meet these resource needs. A particular focus is on foundation support, including introducing the Institute to the foundation community, identifying parallels with their philanthropic priorities, and developing and submitting proposals for support, as well as an effort to approach selected corporate funders. Also being launched is an individual giving program, including developing a constituent contact base.

Possible Responsibilities

- Assist in maintaining and developing the Institute’s web page.
- Develop and write communications materials that present the work and impact of the Institute, both for the web page and for media relations.
- Maintain the Institute’s individual contact database for communications.
- Prepare and electronically send announcements for Capitol Hill policy briefings.
- Assist with attendee registration and logistics for Capitol Hill policy briefings.
- Develop foundation prospect lists related to specific funding priorities.
- Prepare research reports on selected foundation and corporate funders, utilizing publicly available information.
- Write brief concept papers for selected Institute programs and planned programs, engaging colleagues from the Institute in providing information.
- Assist in proposal development and grant report preparation.
- Engage in other communications and development activities, including in support of the President and CEO.

Internship Program

Institute internships are unpaid; academic course credit is available in accordance with university policy; weekly hours are negotiable.

To Apply

Submit an introductory cover letter or email accompanied by a resume to Dr. Michael J. Goff, President and CEO, Northeast-Midwest Institute, at mgoff@nemw.org.