

## **An Internship That Makes an Impact**

***Virginia Poverty Law Center offers rewarding fund development internships for students that provide an opportunity to develop skills and real-world experience serving Virginia's lower-income community.***

The Virginia Poverty Law Center's Fundraising Internship Program attracts bright and talented leaders of tomorrow. Our internship program offers unpaid internships for high school, college, and graduate students, providing a unique opportunity to develop skills and real-world experience with a civil legal aid organization.

This internship will provide practical, substantive, and hands-on work experience in fund development. It is an excellent opportunity for an individual to gain more experience in donor research, annual campaigns, donor events, and how a non-profit's board of directors operates. It is also an excellent opportunity for individuals exploring a potential legal career as they have the chance to see behind the scenes of a legal aid organization.

Interns benefit from various assignments and special projects that challenge and promote personal and professional development. Interns are invited to attend staff meetings, onsite training opportunities, and offsite stakeholder meetings.

Under the supervision of the Director of Development, the intern will have the following responsibilities and tasks:

- Be part of the planning and execution of fundraising campaigns, appeals, and events
- Help implement VPLC's Fund Development plan for the calendar year 2022
- Research corporate and legal businesses to assist with sponsorship for our 202 Annual Statewide Legal Aid conference and VPLC's programmatic work
- Build out a statewide campaign to expand VPLC's reach outside of Richmond.
- Develop marketing materials for community distribution
- Assist in preparing donor materials, including packets, thank-you letters, and processing incoming donations

### Preferred Qualifications:

- Interest in the non-profit sector
- Excellent writing, verbal, proofreading, editing, and professional phone and email communication
- Flexible and self-motivated
- Detail-oriented, with the ability to prioritize under deadlines
- Proficient in Microsoft Office products, specifically Word and Excel, as well as Internet search tools

Our summer internship program runs from June to August. Hours are flexible. College and grad students are required to work a minimum of eight weeks. High school students are required to work a minimum of one week.

Virginia Poverty Law Center is an equal opportunity employer. To Apply: Send cover letter, resume, and reference contact information to: [toni@vplc.org](mailto:toni@vplc.org). Write *202 Summer Fundraising Internship* in the email subject line. Materials are accepted until May 20, 2022.

For more information about the internship opportunity, contact Toni Maxey - [toni@vplc.org](mailto:toni@vplc.org) | [804.658.9969](tel:804.658.9969)



**Vision:** Equal Opportunity and Justice for All Virginians

**Mission:** The Virginia Poverty Law Center (VPLC) breaks down system barriers that keep low-income Virginians in the cycle of poverty through advocacy, education, and litigation.

**Overview.** Since 1978, we have worked with legal aid programs, community organizations, and private attorneys throughout Virginia to provide assistance and training to attorneys, paralegals, clients, and other advocates. VPLC engages in litigation, education, and lobbying to obtain justice for low-income Virginians. VPLC operates in four centers:

**The Center for Economic Justice** focuses on affordable and fair housing, foreclosure prevention, consumer justice, barriers to employment, and affordable utility issues.

**The Center for Family Advocacy** focuses on elder law, family law, child welfare, and domestic and sexual violence.

**The Center for Healthy Communities** focuses on health care access, public benefits, and food security issues that low-income Virginians depend on to meet their basic and essential needs.

**The Center for Community Support** focuses on education for lawyers and the public on poverty law issues. We produce and update resources to educate the public and provide legal tools to those people who cannot afford a lawyer and cannot get assistance from legal aid.



Learn more about our work at [www.vplc.org](http://www.vplc.org)

View our Annual Report at [www.tinyurl.com/FY19AR](http://www.tinyurl.com/FY19AR)

Follow us on social media:

Facebook - [www.facebook.com/VaPovLawCtr](http://www.facebook.com/VaPovLawCtr)

Twitter - @VPLC

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