Grants and Development Internship

The League of United Latin American Citizens (LULAC) is seeking a proactive and enthusiastic undergraduate or graduate student to join our team as a Grants and Development Intern. The intern will play a key role in strengthening revenue and supporting LULAC's growth by helping build and maintain long term partnerships with corporate partners and philanthropic foundations. Working under the direction of the Chief Development Officer, the intern will gain hands on experience in partnership development, fundraising, and event planning.

Key Details

- Commit a minimum of 30 hours per week for 10-16 weeks, with flexible scheduling options
- Please note that since these are unpaid, students will be required to secure either academic credit from their institution and/or an outside stipend; The LULAC National Institute is based at 1150 18th Street NW in Washington, DC, with limited remote work permitted upon supervisor approval

Education Requirements

- Must be enrolled in a college or university during the internship
- Open to junior or senior undergraduate students [Minimum GPA of 3.0]
  - Preferred Majors: Nonprofit Management, Business Administration, Public Relations
- Open to first- or second-year graduate students

Skills and Abilities

- Strong critical thinking, research, and organizational abilities
- Excellent written and verbal communication skills
- Ability to manage multiple tasks and work independently

Core Roles and Responsibilities

- Project Development and Support:
  - Assist in creating project-specific letters, sponsorship mailings, solicitation packets, proposals, and fulfillment reports for annual partnerships
  - Support annual mailings to current and potential funders
- Data Management and Research:
  - Enter and update corporate contacts in the database
  - Identify potential corporate donors and sponsors for specific events
- Event Management:
  - Manage online corporate registration for specific events
  - Provide support to the corporate relations team as needed