



Washington, DC—Development Internship

CAAB – Capital Area Asset Builders –works for economic inclusion; narrowing the income and wealth gap in a rapidly growing economy. Since 1996 CAAB has served the national capital region’s low- and moderate-income population. In DC communities where poverty is concentrated, it is critical to create pathways for residents to increase their earnings and build wealth through asset ownership.

Capital Area Asset Builders puts people on the road to financial independence. Our programs help low- and moderate-income individuals and families improve their money management skills, increase their savings, and build wealth by investing wisely. Our goal is to create a community that provides *everyone* with incentives and opportunities to save for the future.

CAAB is the largest administrator of IDA and MDA matched savings accounts in the DC Metro Area. CAAB also runs free regular Financial Education seminars and workshops and manages the DC Earned Income Tax Credit Campaign. A Volunteer Income Tax Assistance (VITA) program that mobilizes more than 500 volunteers each year at free tax sites across the Greater DC area. Last year, Campaign volunteers helped return over \$9 million in tax credits and refunds to hard-working, low-income District residents, while connecting many of those taxpayers with financial education programs, savings accounts, and other free financial resources.

The Development Intern can expect to be involved much of the Organization’s work, including:

- Researching individual donors and prospects
- Assisting Development staff in potential program research
- Assisting Development staff in event planning
- Helping maintain database and development files
- Managing donations and donor follow up
- Performing general administrative duties to assist CAAB staff
- Other projects and duties as necessary

Qualifications & Skills:

- Superior verbal and written communication skills
- Organizational skills needed to complete tasks with limited oversight
- Superior research ability
- Ability to survey multiple information sources and synthesize data into succinct, well-written summaries and articles
- Ability to work with diverse individuals in a professional environment
- Ability to see projects through to completion in a fast-paced setting
- Desire to learn about economic development and nonprofit fund-raising

This is an unpaid internship. Students who require financial assistance may wish to contact their financial aid office or career center to determine if they qualify for applicable financial support. Housing is not provided, but information can be furnished outlining potential housing opportunities within the Washington, DC area.

Length of internship:

Specific start and end dates are flexible, but interns must be available to work for no less than 10 weeks.

Part-time and full-time commitment possible: CAAB's hours are 9 a.m. to 6 p.m., Monday thru Friday.

To apply, please submit the following:

- A cover letter that expresses your interest in working at CAAB, as well as the dates you will be available
- A current resume
- A writing sample (2-5 pages)
- Two references (letters of recommendation are not necessary)

Applications for this internship will be considered on a rolling basis until September 24th, or until position is filled.

No Phone Calls Please!

Applicants should send materials to Devin Thompson:

dthompson@caab.org