



## **Company: ARM Consulting LLC**

**Position Title:** Development Coordinator Intern

**Position Category:** Part-Time

**Locations:** Leesburg, VA

**ARM Consulting** (ARM) is a management and technology company that integrates a range of capabilities to assist government and commercial customers resolve complex issues while simultaneously achieving optimal success. ARM's customized and concierge approach to partnering with customers uniquely positions our company to realize efficiencies without compromising innovation.

ARM Consulting is partnering with the Loudoun Commission on Women and Girls (LCWAG), based in Leesburg and serving the Loudoun County footprint. The Commission is managed by a volunteer leadership board and is a component fund of the Community Foundation for Loudoun and Northern Fauquier Counties and is independently funded through private donations and grants. LCWAG is currently seeking a Development Coordinator Intern.

### **Position Description**

Loudoun Commission on Women and Girls seeks a talented and engaged part-time intern to support the Development Department. This internship position will provide the selected candidate with substantial experience in nonprofit development and management, proposal writing, events planning, researching donor prospects and solicitation strategizing. We encourage and value innovation and creativity in our work and there's an expectation that the intern will contribute toward new approaches to complete work in an expeditious manner and possess the ability to work autonomously.

### **Essential Duties & Responsibilities**

- Assist with gift acknowledgment and donor database maintenance
- Perform data analysis for annual appeal and other fundraising campaigns
- Support the Committee Chair in government funder requests
- Interface with day-to-day activities of Committee Chair
- Meet with Committee Chair one to two times/month
- Research and prepare background briefs on individual, foundation, and corporate prospects and possible grant applications
- Draft and proofread professional correspondence
- Assist Director of Development in corporate partnership development and benefit fulfillment
- Support and attend special events and fundraising activities
- Coordinate closely with Communications and Marketing team on social media, collateral, and web content to promote fundraising campaigns and events
- Support Board member interactions and requests

### **Qualifications:**

- Excellent communication skills, both oral and written
- Dependable, reliable, honest and trustworthy and can maintain confidentiality with donor information
- Self-motivated, flexible team player with a positive attitude, demonstrate ability to multi-task and the ability to meet deadlines and adjust to changing priorities



- Comfort with soliciting/interacting with individuals and companies face-to-face, on the phone or via mail/email
- Exceptional phone etiquette
- Demonstrated commitment to non-profit work
- Comfort and familiarity with event planning preferred

**Minimum Experience, Education and Licensure:**

- Graduate School or College Senior majoring in business, fundraising or similar field of study
- Professional looking for a career change
- At least four years of related work experience required
- Experience working in a nonprofit with diverse client and volunteer populations

**Minimum Knowledge, Skills and Abilities:**

- Knowledge of general office procedures and practices required
- Proficient in Microsoft Office (Word/Excel/PowerPoint) applications
- Research, writing, editing and proof-reading skills
- Social media experience a plus

**Preferred Experience**

Graduate School Student studying non-profit management, event planning or similar field of study

A minimum of 6 months of experience

**Application Deadline:** August 16

**Start Date:** NLT September 6

**Time Commitment:** 20 hours/month

**Compensation:** Volunteer

Your resume and cover email should be directed to:  
Pamela Brackett, Director of Human Resources,  
ARM Consulting, LLC  
pbrackett@armconsultingonline.com  
215 Depot Court SE #202, Leesburg, Virginia 20175

In the cover letter, please provide information on your availability with estimated weekdays and times.

**Applicants for employment in the US must have work authorization that does not now or in the future require sponsorship of a visa for employment authorization in the United States.**

**ARM is a federal contractor and an EEO and Affirmative Action Employer of Females/Minorities/Veterans/Individuals with Disabilities.**



**All employment decisions shall be made without regard to age, race, creed, color, religion, sex, national origin, ancestry, disability status, veteran status, sexual orientation, gender identity or expression, genetic information, marital status, citizenship status or any other basis as protected by federal, state, or local law.**

**ARM is an Equal Opportunity Employer.**

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