



**FLORIDA HOUSE**  
On Capitol Hill

### **Marketing/Development/Membership Intern**

Florida House on Capitol Hill is looking for an intern to assist the Executive Director in creating and implementing a creative, successful year-end fundraising campaign targeting pre-identified donors. You will NOT be contacting donors in person or by phone. The campaign has four parts: (1) a campaign targeting individuals, (2) a campaign targeting regions in Florida, (3) a campaign to reach Florida's current and former members of the Congressional Delegation and (4) a Giving Tuesday campaign. Each campaign will have a marketing strategy that includes design, marketing, print, mail, social media and short video components.

This is a 10-week, part-time position (20 hours a week) beginning September 28 and ending November 20, 2020 and pays a stipend of \$950.00. Florida House follows all CDC and State of Florida guidelines regarding the coronavirus therefore this internship may be virtual. If the internship is virtual, the successful candidate must be available during normal business hours – 8:30 am – 5 pm. If the successful candidate is based in Washington, D.C., provisions may be made for you to be onsite at Florida House in accordance with company safety protocols.

Florida House on Capitol Hill is Florida's embassy in Washington, D.C., that connects, celebrates and champions Florida to the world. As the only state to have an embassy, Florida House offers students, visitors, those conducting business and our Congressional Delegation a place in Washington, D.C., to call home. Until this year we hosted hundreds of events, meetings, receptions and tours, showcasing the best of Florida. For over 45 years, we have proudly flown the U.S. and Florida flags outside our windows, remaining a nonpartisan, nonprofit 501(c)3 organization that accepts no state tax dollars. Florida House is owned by the people of Florida and governed by a Board of Trustees with over 100 members from Pensacola to Miami. Each year the Board meets in the spring in Washington, D.C., and in the fall in Florida to discuss the operation, management and programs of Florida House.

Intern Responsibilities include:

- Assisting with the creation and implementation of a campaign targeting identified individual donors
- Coordinating and producing printed pieces for mailing to potential donors
- Creating social media or email marketing surrounding the campaigns
- Ensuring the correct donation structure is in place on the website and in the donor tracking software
- Preparing reports to track donors and measure the success of each campaign
- Working within a budget to ensure costs are managed
- Following up with thank yous after donations

Qualifications:

- A sophomore, junior or senior
- Excellent organizational, management, writing and communication skills
- Ability to manage projects while working remotely
- Proficiency with Microsoft Word, Powerpoint, Excel and cloud-based systems
- Experience in marketing strategy
- Familiarity with nonprofit organizations and fundraising
- Ability to interact with executives and donors from across Florida coming together for a common purpose
- Photography/Video/Social Media/Constant Contact/Canva Pro experience helpful
- A passion to connect, celebrate and champion Florida in all duties and tasks

You will need:

- A laptop computer
- A mobile phone

How to apply:

- Visit [www.floridahousedc.org](http://www.floridahousedc.org) and complete the application under the Programs tab: Become A Florida House Intern
- Deadline for applications is September 4. Interviews will be conducted as applications are received.
- We encourage you to review our website and social media channels before applying and interviewing.

Florida House on Capitol Hill does not discriminate against race, color, gender, religion, sexual orientation, age, national origin, disability, or other protected category (or that of the individual's relatives, friends, or associates).