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Summer 2026 Impact Interns Position Description

Organization Information

Organization Name: TCP Youth Empowerment

Address: 613 Global Way, Linthicum Heights MD 21090

Organization Website: www.tcpyouthempowerment.org

Organization Description: TCP Youth Empowerment is a community-based nonprofit that partners with schools, families, and mentors to equip youth with the tools to thrive. Through our programs and initiatives, we center growth, belonging, and leadership development for students across Anne Arundel County.

Position Logistics

Intern Preference: Graduate student

Start and End Date: June 1 – August 14, 2026

Hours per Week: 20 hours

Number of Weeks: 11

Expected Daily Hours: Flexible scheduling; interns will coordinate weekly schedules with supervisors.

Important Availability Dates: May include meetings or deadlines aligned with grant reporting cycles.

Location: Hybrid of in-person and remote work

- 10 in-person hours each week
- In-person address: TCP Office – Linthicum Heights, MD; youth programs in Glen Burnie and Brooklyn Park

Position Information

Core Technical Skill Set:

- Research - includes academic research, landscape analysis, and compiling recommendations and issue histories
- Fundraising - involves grant writing, prospect research and contact management, and donor stewardship

General Duties and Responsibilities:

- Conduct research to identify grant and funding opportunities that align with TCP's mission.

- Assist the development team with drafting, editing, and submitting grant proposals and reports.
- Support the creation of a structured system for grant tracking, deadlines, and reporting requirements.
- Maintain accurate records of proposals, submissions, and communications with funders.
- Gather and analyze program data to strengthen grant narratives and outcomes.
- Build relationships with foundations and partners through email communication and follow-ups.
- Contribute to building an organized, sustainable internal grants management process.

Specific Deliverable(s):

- By the end of the internship, the intern will develop a comprehensive grant tracking and reporting system for TCP that organizes funding opportunities, deadlines, and submission history. They will research and document at least 15 potential new funding sources, support the completion of two to three grant applications, and assist with one to two reporting deliverables in collaboration with organizational leadership. The intern will also prepare recommendations to strengthen TCP's long-term grants management process.

Required Qualifications:

- Strong writing, research, and organizational skills.
- Experience using Google Sheets, Docs, and Calendar for project management.
- Interest in nonprofit management, fundraising, or community development.

Preferences:

- Background in communications, public policy, nonprofit management, or related field.
- Previous experience with grant writing or donor research.
- Attention to detail and ability to manage deadlines independently.

Physical Demands of Position: Minimal physical demands; occasional in-person meetings or site visits.