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Summer 2026 Impact Interns Position Description

Organization Information

Organization Name: The Polina Fund

Address: 1750 H Street NW, Suite 800 Washington, DC 20006

Organization Website: <https://thepolinafund.org/>

Organization Description: The Polina Fund supports under-resourced young women who empower other under-resourced young women to address mental health and substance abuse recovery issues at the individual level, aiming to contribute to individual and community outcomes and, in the process, act as an agent to destigmatize mental health and substance use disorder.

Position Logistics

Intern Preference: No preference

Start and End Date: 1 June 2026- 20 August 2026

Hours per Week: 20

Number of Weeks: 10

Expected Daily Hours: very flexible, but oriented around M-F.

Important Availability Dates: N/A

Location: Remotely

Position Information

Core Technical Skill Set:

- Marketing - includes physical material development, brand strategizing, website editing, and search engine optimization
- Fundraising - involves grant writing, prospect research and contact management, and donor stewardship

General Duties and Responsibilities:

- Support founder and board in crafting a unified communications strategy that reflects mission, vision, and growth objectives.
- Develop a professional, engaging quarterly newsletter template and content plan. Draft sample newsletter editions with placeholders for key sections (e.g., impact story, donor spotlight, upcoming events).

- Refresh and expand digital presence to better reflect the Polina Fund's impact and personality. Audit current website and social media content; identify gaps and opportunities.
- Conduct benchmarking research of peer organizations' communication strategies. Map audiences (donors, volunteers, partners, beneficiaries, media) and recommend tailored messaging for each.
- Propose a yearlong communications calendar (events, giving days, content releases, key dates).
- Create a bank of pre-approved, evergreen content for use across channels throughout the year.
- Identify and summarize articles or data sets that support the Fund's case for support. Design infographics or data snapshots that can be shared online or inserted into reports. Create infographics based on national level data to support our theory of change.
- Provide hands-on support for executing the annual fundraising plan. Support analysis of past donor data (giving history, retention trends). Help prepare outreach materials and thank-you templates. Draft content for event invitations, sponsorship decks, or silent auction packages. Assist with configuration and content migration into a CRM system.

Specific Deliverable(s): Below is an illustrative description of desired deliverables for The Polina Fund. The final list of deliverables would be discussed and negotiated with the intern based on intern's experience and interest.

- Draft and iterate on a comprehensive communications strategy (internal + external) with guidance from founder/board.
- Propose a yearlong communications calendar (events, giving days, content releases, key dates).
- Design a reusable, visually appealing newsletter template (Mailchimp or similar).
- Draft sample newsletter editions with placeholders for key sections (e.g., impact story, donor spotlight, upcoming events).
- Recommend newsletter timing, distribution strategies, and subscriber list-building tactics.
- Propose layout and design ideas for 2026 Donor Impact Report, including visualizations of outcomes and testimonials.
- Draft op-eds and articles attributed to the founder or board (topics might include youth engagement, trust-based philanthropy, nonprofit innovation).
- Develop and edit long-form LinkedIn posts for founder/board profiles.

Required Qualifications:

- Current undergraduate or graduate student (or recent graduate) in communications, public relations, marketing, journalism, or nonprofit management.

- Strong ability to write and edit high-quality content across multiple formats (newsletters, op-eds, donor reports, social media), combined with research and data translation skills.
- Passionate about playing your part in changing the world.

Preferences:

- Demonstrated proficiency with content creation tools and platforms such as Mailchimp, Canva, Buffer, or CRM systems such as Salesforce
- Comfort using basic data-analysis or visualization tools (e.g., Excel, Canva infographics, Google Analytics, Meta Insights) to translate impact metrics into accessible visuals and monitor engagement.
- Interest in mental-health awareness, youth empowerment, or community-building initiatives—ideally through coursework, volunteering, or extracurricular involvement.

Physical Demands of Position: This position is 100% remote and requires no physical labor beyond standard computer-based work. The intern will perform tasks such as writing, research, virtual meetings, and digital content creation using a personal computer or laptop in a typical home or office environment. No unusual environmental conditions are expected. The role involves extended periods of sitting, screen use, and online communication through email, video conferencing, and collaboration platforms.