



Thurgood Marshall Hall
7805 Regents Drive
Suite 2300
College Park, MD 20742
Email: dogood@umd.edu
Web: dogood.umd.edu

Summer 2025 Impact Interns Position Description

Organization Information

Organization Name: Boys & Girls Clubs of Greater Washington

Address: 4103 Benning Road, NE, Washington, DC 20019

Organization Website: www.bgcgw.org

Organization Description: Boys & Girls Clubs of Greater Washington (BGC GW) provides out-of-school-time programming to mostly under-resourced children and youth in DC, Virginia and Maryland. Our 75-square-mile footprint stretches from Germantown, Maryland to Manassas, Virginia, providing services to youth ages 5-18. We operate 22 Club locations in the region, in addition to our virtual program, Clubhouse @ Your House.

Position Logistics

Intern Preference: No preference

Start and End Date: 06/01/2025 – 08/31/2025

Hours per Week: 20 hours per week

Number of Weeks: 10 weeks

Expected Daily Hours: 9am-5pm

Important Availability Dates: N/A

Location: Hybrid of in-person and remote work

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:

- Assist Grant Writer & Administrator with the preparation and submission of grant applications and proposals.
 - The Grant Writer Intern will be individually responsible for preparing and submitting a minimum of three (3) grant applications during the internship period.
- Conduct research on potential funding opportunities from corporate, foundation, government and other funders.

- Assist other members of the Resource Development team with various tasks as needed, including but not limited to prospect research, data entry and copy writing assignments.
- Support grants administration by ensuring accurate records management, filing of grant awards and administrative documents.
- Other writing duties as assigned.

Specific Deliverable(s):

- Prepare and submit a minimum of three (3) grant applications during the internship period.

Qualifications:

- Currently enrolled in a two- or four-year college, studying business, nonprofit management or similar field of study.
- Proficiency in Microsoft Office Suite and possess basic typing, internet research, and office skills.
- Excellent verbal/ written communication skills and customer service skills.

Preferences:

- Must be detail oriented, organized and be able to manage their time independently.
- Ability to handle and maintain sensitive and confidential information.
- Maintain a professional demeanor and appearance.

Physical Demands of Position:

- Normal work environment; sedentary desk duties; and the ability to do light lifting up to 20 pounds.