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Summer 2025 Impact Interns Position Description

Organization Information

Organization Name: Global Impact

Address: 2300 N St. NW, Ste. 501A | Washington, DC 20037

Organization Website: www.charity.org

Organization Description: Global Impact serves as a trusted philanthropy advisor, intermediary, and nonprofit partner for greater giving. We offer advisory and infrastructure services that drive strategic philanthropy for our nonprofit, public, and private sector clients. With close to 70 years of experience, we have raised nearly \$2.5 billion with our partners for global causes.

Position Logistics

Intern Preference: Undergraduate student

Start and End Date: 5/27 – 8/8 (flexible)

Hours per Week: 30 (flexible)

Number of Weeks: 10 (flexible)

Expected Daily Hours: Flexible between Monday – Friday, 9 – 5 . Mondays are especially important due to internal meetings.

Important Availability Dates: N/A – we're very flexible and happy to accommodate other commitments, vacations, etc.

Location: Remote – with an opportunity to meet in-person at the D.C. office once a month if interested (not required)

Position Information

Core Technical Skill Set:

- Marketing - includes physical material development, brand strategizing, website editing, and search engine optimization
- Communications - includes writing, copy editing, and public speaking

General Duties and Responsibilities:

- Manage digital charity assets, including success stories, videos, and photos.
- Draft and edit external communications such as articles for the Give Global Blog, email copy, social media content, etc.
- Produce a workplace giving industry trends analysis for the team to present to the Charity Alliance.
- Draft and edit internal materials such as presentations, meeting notes, and conference or webinar takeaways.
- Conduct data management tasks in Salesforce and other internal tracking systems.

- Edit and publish materials supporting corporate and public sector workplace giving programs on Global Impact's Employee Giving Hub.
- Provide editing support on original digital content for donors produced by Global Impact, including videos, website content, and more.
- Conduct data management and other administrative tasks as needed.
- Provide fundraising support when launching emergency fundraisers, when applicable.

Specific Deliverable(s):

- This position will support the execution the 2025 Workplace Giving Campaign Plan in collaboration with the Campaign Engagement and Marketing & Communications teams. The 2025 Plan outlines the strategies and activities for championing global causes in workplace giving programs across the United States and meeting the fundraising goals for our Charity Alliance of [leading international nonprofits](#).

Qualifications:

- Current degree-seeking student pursuing a relevant degree; marketing and communications, journalism, international development, nonprofit management, etc.
- Ability to adapt to changing needs and think critically.
- Outstanding attention to detail and strong organizational skills.
- Ability to work both independently and in a team environment.
- Must pass a background check.

Preferences:

- Proficiency with full Microsoft suite including PowerPoint, Word, and Excel is required.
- Excellent creative writing and grammar skills are preferred.
- Experience with Adobe Creative Suite, Canva, and/or video editing software is a plus but not required.

Physical Demands of Position: Work is performed remotely and requires the ability to operate standard office equipment and keyboards.