Mission
To invest in the dreams of families in the world’s underserved communities as we proclaim and live the Gospel.

Method
We share the hope of Christ as we provide biblically based training, saving services, loans that restore dignity and break the cycle of poverty.

Motivation
The love of Jesus Christ motivates us to identify with those living in poverty and be His hands and feet as we strive to glorify God.

Writing and research intern

JOB DESCRIPTION
As part of the grants team, the writing and research intern supports HOPE’s development team by providing stakeholders proposals, reports, and other relevant pieces that lead to new or deeper partnerships.

LOCATION:
Lancaster, PA preferred

LEVEL:
Intern

DEPARTMENT:
Development

REPORTS TO:
Advancement advisor

CATEGORY:
Domestic intern
FULL JOB SUMMARY

The writing and research intern supports the functions of the grants team as they communicate with major donors and prospects, helping to raise funds for HOPE. This role includes research, copy writing, story creation, and occasional financial analysis. Based on overall development and marketing needs, this role may also support the greater functions of the communications team.

RESPONSIBILITIES

Promote and support the mission and vision of HOPE International

Content creation for reports and proposals

Work with the grants team and regional representatives to design, write, and edit compelling proposals for foundations, churches, businesses, and individual donors.

Prepare and edit high-quality impact reports that may include program highlights, stories of those we serve, prayer requests, and quantitative metrics.

Research and support

Collect relevant content for use by the marketing and development teams via interviews of staff and partners, note-taking, information sharing, and research of current events, politics, and economic trends impacting HOPE’s programs.

Research, write, and edit content for other communications pieces as needed.

Collaborate with other departments outside development & marketing, including finance and operations.

Attend grants and development team meetings throughout internship. Participate in regular staff prayer, devotions, and staff meetings.

By end of internship, lead special topic in grants team meeting.

Manage projects in Wrike, ensuring tasks and overall projects stay on timeline.

May provide general support to development staff and work on special projects when called for, such as prospect development and capital campaign.

QUALIFICATIONS

Personal confession of Christian faith and commitment to the mission and vision of HOPE International

Excellent oral and written communication skills
Strong research, fact-checking, database, and analysis skills

Excellent organizational skills, including effective time management and prioritization of multiple competing demands

Ability to manage projects with minimal oversight, make effective inquiries, identify relevant facts, and translate technical details into concise, understandable communications for a wider audience

Experience in a wide variety of written mediums, e.g., newsletters, research reports, appeals, professional reports

Proficiency in Microsoft Office Suite

Ability to give and receive constructive criticism

Attention to detail

Preferred

Pursuing a degree in business, writing, economic development, or a related field

Familiarity with AP Style

Familiarity with Adobe Creative Suite, specifically InDesign

Ability to read and interpret financial documents

International and cross-cultural experience

Demonstrated knowledge of and passion for Christ-centered microenterprise development

HOW TO APPLY

Apply online at https://www.hopeinternational.org/take-action/careers. Due to the anticipated volume of candidates, we are unfortunately unable to respond to phone calls or individual inquires.