



Philanthropy and Communications Intern

Reports to: Senior Manager, External Relations

Status: Full-time, Non-Exempt

About True Ground

True Ground Housing Partners (formerly APAH) was founded in 1989 by four families motivated to address affordable housing in Arlington, VA. Today, we have grown into one of the DC region's leading nonprofit affordable housing developers. Our rental communities provide affordable housing to more than 6,000 people who earn between 30% and 80% of the Area Median Income (AMI). True Ground exists to provide quality affordable housing and resident-centered programming to help our residents make the most of their home.

True Ground is seeking an intern on our Philanthropy and Communications team. This role will assist with digital communication projects, create content for external audiences, and collaborate with different departments to support organizational storytelling. The role will assist with event planning and execution and gain exposure to philanthropic efforts by supporting database management, fundraising cultivation, and donor communications. The ideal candidate is an undergraduate/ graduate student or recent graduate with an interest in affordable housing, nonprofits, and inclusive communities.

Communications:

- Create written and graphic content for monthly eNewsletter, social media, website, and promotional assets, in addition to supporting with post-campaign analysis
- Track organizational milestones to promote in partnership with Senior Manager, External Relations and other departments
- Evaluate target audiences and craft targeted messaging in partnership with Senior Manager, External Relations
- Assist with award applications for real estate projects
- Track earned media
- Promote the True Ground brand and support requests for branded assets
- Report internally on affordable housing news and industry trends
- Support event planning including guest list creation, invitations, and day-of-event logistics and attend True Ground programs, partner events, and staff speaking engagements
- Other responsibilities as assigned

Philanthropy:

- Support annual *Celebrate Home!* Benefit by assisting with sponsor activation and event execution
- Assist with database management including fundraising cultivation, proposals, and data entry or gift recording tasks
- Support donor communications projects
- Other responsibilities as assigned

Qualifications:

- Recent graduate or current student (graduate or undergraduate) studying nonprofit management, communications, community development, urban planning, human services, or other related fields
- Strong written and verbal communication skills
- Creative problem solver
- Strong attention to detail
- Proficient in MS Office (Word, Excel, Outlook, Adobe, PowerPoint)
- Able to work in a dynamic, fast-paced setting
- Alignment with True Ground's mission of expanding affordable housing across the region and building inclusive communities

Typical workdays are Monday through Friday, 40 hours a week between the hours of 9 a.m. and 5:30 p.m, with occasional evening or weekend events. This full-time internship runs through summer 2026. This role is hybrid with a 50% in-person requirement.

Salary

\$20 per hour

Duration of Service

10 weeks

True Ground offers equal employment opportunities (EEO) to employees and applicants for employment and prohibits unlawful discrimination and unlawful harassment on the basis of race, color, religion, national origin, gender, age, disability, gender identity or expression, veteran status, marital status, sexual orientation or any other protected classes or categories as defined by federal, state or local laws. This policy applies to all terms and conditions of employment including, but not limited to recruitment, selection, promotion, termination, layoff, recall, transfer, leave of absence, training program participation, compensation and all other terms, conditions and privileges of employment.

For more information about True Ground, please visit us at <http://www.truegroundhousing.org>.