



Philanthropy and Grants Summer 2025 Internship

United Way of Greater Chattanooga is searching for a **Philanthropy and Grants Intern** for Summer 2025. This person will report to Heather DeGaetano, Senior Director of Philanthropy and Grants. This is a **paid internship available from May – August 2025** and is open to undergraduate and graduate students pursuing a degree in social work, nonprofit management, public administration, writing, or a related field. This internship may be used to fulfil academic credits and/or requirements. Applicants, please speak with your advisor(s) and/or professor(s) about whether this internship will fulfil academic credits/requirements in your area of study.

Estimated hours per week: 15-20 hours.

Internship Purpose

The purpose of this internship is to assist the Philanthropy team with various tasks that will build your understanding of how the fundraising mechanism at nonprofits works. The focus of your learning will be researching potential grant opportunities and supporting our donor stewardship and engagement functions. Upon completion of this internship experience, you will have:

- A deeper understanding of how a nonprofit organization works especially how nonprofit organizations work with donors, foundations, and other funders to implement their missions.
- First-hand experience researching grant opportunities, drafting grant proposals and budgets, and preparing donor engagement communications.
- Exposure to United Way programming in our community and through our partners.
- Experience supporting the event planning and execution function.
- An expanded network of professionals in the nonprofit sector, including those in development, marketing and communications, community engagement, and event management.

Key Areas of Learning:

- Grants
 - Research and analyze grant opportunities, including government and private funding, to identify the best fits for UWGC's impact agenda and strategic plan.
 - Assist in developing, editing, and proofreading compelling grant proposals, ensuring alignment with funder guidelines and organizational goals.

- Coordinate internal processes by scheduling deadlines, tracking compliance requirements, and collaborating across departments to gather necessary data.
- Philanthropy
 - Develop an understanding of UWGC’s donor base, engagement strategies, and audience segments.
 - Assist with donor stewardship efforts, including drafting communications, tracking interactions, and supporting the creation of a donor survey.
 - Help maintain donor data accuracy in HubSpot (UWGC’s CRM).
- Events
 - Learn about the variety of events UWGC offers, providing logistical and administrative support for key UWGC events as needed.
 - Assist team members across UWGC’s Community and Corporate Engagement and Marketing team in preparation for the United for Working Families summit in August.

What Might Make You a Good Fit for This Internship?

- Curiosity, creativity, flexibility, enthusiasm, a collaborative nature, and optimism!
- Interest in learning more about nonprofit fundraising, donor relations, and development.
- Passion for United Way’s regional work.
- Proficiency in Microsoft Office suite, including Teams will be helpful to your learning experience.

Internship Details:

- Hands-on learning experience in the nonprofit sector with a dynamic and fun team of nonprofit professionals.
- Mentorship and professional growth opportunities.
- Community-based work with exposure to partner organizations across the region.
- Networking opportunities with professionals in the nonprofit sector.
- A financial stipend of \$500 per month for undergraduates and \$750 per month for graduate students is available, along with the potential for academic credit

If you are interested in this internship experience, please send your resume and a statement of interest to generosity@uwchatt.org, with the subject line “Philanthropy and Grants Summer Internship.”