



## 826DC Communications & Nonprofit Development Internship Description

<b>Position Title:</b>	Communications & Development Intern	<b>Incumbent:</b>	Vacant
<b>Employment Type:</b>	Part-Time Intern	<b>Reports To:</b>	Director of Development
<b>Department:</b>	Development	<b>Updated:</b>	February 2017

The Communications & Development Intern plays an important role in the advancement of 826DC by providing administrative support to the organization's fundraising, external communications, and outreach efforts. Fundraising activities include grant research, database management, direct mail appeals, and special events, as well as social media, marketing, and public relations. This is an opportunity to work closely with a Director of Development to learn all aspects of nonprofit fundraising and communications from the ground up with an established organization.

### Responsibilities

#### Communications ROI

- Understand the clear set of goals and objectives set by the Director of Development and Executive Director for communications and social media efforts.
- Help to measure and analyze ROI.

#### Engagement Strategy

- Listen, respond, ask questions, and engage with 826DC's audience.
- Develop and implement strategies to grow 826DC's social network by increasing Likes and Follows.
- Develop and implement strategies to convert social media followers to volunteers and donors.

#### Content Strategy

- Curate relevant content to reach 826DC's ideal audience.
- Create seamless content across all social networks.

#### Fundraising

- Process donations and prepare acknowledgement letters and other correspondence.
- Maintain foundation, corporation, and individual donor files and database records.
- Conduct research on prospective corporate foundation and individual donors.
- Coordinate production and mailing of appeal letters.
- Maintain guest lists, gather and prepare registration materials and other duties as assigned for fundraising events.
- Assemble donor kits for events and meetings.



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- Work a regular weekly shift (3 hours) in Tivoli's Astounding Magic Supply Co., and use shift to inform store visitors about 826DC and its programs.
  - Support 826DC fundraising, volunteer outreach, and community events and initiatives, as appropriate; attend, as s/he/they are able, 826DC events and volunteer socials. Other duties, as assigned.

### Expectations

- Interns are expected to be able to work independently to meet deadlines while also maintaining flexibility and adaptability to changing circumstances and situations.
- Interns are expected to take direction from others and offer her/his/their own ideas and recommendations.
- Interns are expected to ask for help, support, and resources when s/he/they need these, and to speak up early when s/he/they are not able to meet a deadline or complete a task or project.
- 826DC expects interns to contribute her/his/their own brand of humor and originality to 826DC's volunteer spirit and to help create a positive working experience with 826DC.

### Qualifications

- Minimum commitment of **25 hours** per week for the semester. **Full-time** availability is preferred.
- Proficiency in Microsoft Word, Excel and PowerPoint.
- Database experience a plus.
- Excellent verbal and written communications skills.
- Proven ability to organize and prioritize work.
- Proven ability to work independently with little supervision; proven strategic and creative thinker.
- Excellent interpersonal skills and leadership skills.
- Possess personal qualities of integrity, credibility, strong moral ethics, and a commitment to the mission and goals of 826DC.

### Compensation

This internship does not receive a stipend from 826DC. We strongly encourage all interns to research and apply for funding through their university or community as many programs offer grants for unpaid internships at a nonprofit.

Interns of all ages and backgrounds are encouraged to apply. 826DC is an affirmative action/equal opportunity employer, and strongly encourages persons of color, females, LGBTQIA persons, and persons with disabilities to apply for this position.