



826DC Nonprofit Development Internship Description

Position Title: Development Intern **Incumbent:** Vacant
Employment Type: Part-Time Intern **Reports To:** Director of Development
Department: Development **Updated:** July 2018

The Development Intern plays an important role by providing administrative support to the Director of Development and participating in fundraising activities including grant research, database maintenance, donor relations, direct mail appeals, and special events. This is an excellent part-time (temporary) opportunity to work closely with a Director of Development to learn all aspects of nonprofit fundraising from the ground up with an established organization.

Responsibilities

- 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.
- Assist in production and mailing of appeal letters.
- Maintain guest lists, gather and prepare registration materials and other duties as assigned for fundraising events.
- 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.
- Write appropriate and relevant content for 826DC's blog, website, and social media.
- Respond in a timely manner to emails sent to intern@826DC.org.
- Other duties, as assigned.

Qualifications

- Minimum commitment of 15 hours per week for the semester.
- 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.