



826DC Summer Communication and Development Internship Description

Position Title: Communication and Development Intern

Employment Type: Part-Time Intern (average 10-32 hours/week)

Reports To: Director of Development and Communications Manager

Department: Development

Summer Internship Dates: May 13 through July 26, 2019

Application Deadline: April 30, 2019

The Communication and Development Intern plays an important role by providing administrative support to the Development Department at 826DC. Interns will have the opportunity to participate in fundraising activities including grant research, database maintenance, donor relations, direct mail appeals, and special events. Interns will also support 826DC's external communications and outreach efforts through social media and public relations. Interns will be given the option of focusing their internship on either Communications or Development tasks based on their area of interest and previous experience. This is an excellent part-time (temporary) opportunity to work closely with a Development Department to learn all aspects of nonprofit fundraising and communication from the ground up with an established organization.

Development 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.
- 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.

Communication Responsibilities

- 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.
- Listen, respond, ask questions, and engage with 826DC's audience.
- Curate relevant content to reach 826DC's ideal audience.
- Create seamless content across all social networks.
- Grow 826DC's social network by increasing Likes and Follows.
- Work with graphic design team to ensure visual content is consistent and compelling.

- Extend reach of posts and tweets.
- Convert social media followers to volunteers and donors.
- Coordinate online shipping and receiving for the organization and for the storefront.
- Write appropriate and relevant content for 826DC's blog, website, and social media.
- 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.
- Perform 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 10 hours per week for the semester.
- Proficiency in Microsoft Word, Excel and PowerPoint.
- Database experience is a plus.
- Experience with WordPress, Hootsuite, and Adobe Suite a plus.
- Excellent verbal and written communication skills.
- Proven ability to organize and prioritize work.
- Proven ability to work independently with little supervision.
- Excellent interpersonal skills and leadership skills.

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.

Application

Please send resume, cover letter, and two references to hr@826dc.org.

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.