



Development Internship

15-20hrs/week

Department: Development

Reports to: Director of Development, Communications Director, Executive Director

INTERNSHIP SUMMARY:

Compass Center for Women and Families helps all people navigate their journey to self-sufficiency, safety and health. We empower individuals and promote equal access to opportunity regardless of gender or economic status. Our services include career and financial education, domestic violence crisis and prevention programs, assistance with legal resources, and youth health programs.

The Development Intern works closely with the Director of Development and Office Manager to provide support for various donor stewardship activities, accurately process, track and acknowledge donations, and help carry out the Development plan. A professional and courteous demeanor is essential for all interaction and correspondence with donors. This position reports to the Director of Development and will work collaboratively within the Compass Center Staff, which includes: the Executive Director, Development Director and Communications Director.

Education and Experience

The volunteer will be an undergraduate or graduate student studying nonprofit management, communications, public administration, public policy, public relations, or related field or have applicable experience, AND be interested in the nonprofit sector. Event planning and fundraising experience a plus. Have a commitment to Compass Center's values and mission in driving social change and building coalitions to support the safety and security of women.

Volunteer time must take place on weekdays between 9:00am and 5:00pm with occasional evening and weekend duties. 15-20 hrs/week for at least two semesters (can be Spring 2017/Fall 2017 or Spring 2017/Summer 2017)

What You Will Learn:

The successful Development Intern will:

- learn and contribute to a strategic fundraising plan for a growing nonprofit
- learn how data informs the fundraising process
- cultivate donor engagement
- develop grant prospecting and writing skills

DESIRED SKILLS:

- Detail and results oriented, while still seeing the big picture;
- Grasp of fundraising principles and the development process;
- Excellent verbal and written communication skills;
- Ability to exercise discretion with donation/donor information;
- Strong organization skills;
- Computer literacy including MS Office programs and familiarity with Excel;

DUTIES AND RESPONSIBILITIES:

- Process acknowledgement letters and other mailings;
- Coordinate event logistics, facilitate event planning, maintain invite/guest list and manage correspondence;
- Assist with various development projects as needed;
- Liaise with the Development Committee and other volunteers;
- Conduct prospect research;
- Identify and evaluate grant opportunities;

ENVIRONMENT

Tasks are value, goal, and deadline oriented. Computer work is expected, with extended hours as needed.

Please send resume and cover letter or CV to Bridget McEnaney, Director of Client Services & Volunteer Management.