

Development Intern

Job Type

Unpaid Internship

Minimum of 16 hours per week, 20 or more hours per week preferred

Academic Credit Internships strongly preferred

Reports to:

Executive Director

Position Description:

This is a unique opportunity for a student to gain hands on experience with several different types of fundraising for a small, non-profit organization.

Duties:

DEVELOPMENT DUTIES

1. This intern will be responsible for expanding our individual donors. Duties will include expanding our 'Center Associates' Monthly donor campaign, maintaining communication with our Center Associates.
2. This intern will be part of a team planning our Fall Reception, our largest annual fundraising event.
3. This intern will work to expand our 'Professional Partners' program, and build support for the DC Center in the local business community.
4. This intern will assist in grant proposals and grant reporting.

OTHER DUTIES

1. Participate in DC Center staff meetings, strategic planning meetings, and assist in day-to-day center operations as needed.
2. All interns will have shared administrative responsibilities and will be asked to chip-in on special projects. Less than half of your responsibilities will be administrative.

Requirements:

1. Experience with development or a strong desire to work in this area
2. Outgoing personality and ability to work independently.
3. Experience with Movable Type Blogs (or similar blog interfaces) preferred
4. Ideal candidate will have demonstrated cultural competency working with LGBT People and individuals living with HIV/AIDS.

Compensation:

Internships are unpaid. Interns will receive travel stipends in the form of Metro Fare 'SmartCards'.

Application:

Send resume and cover letter to intern@thedccenter.org