



## **Development/Administrative Intern Job Description**

### **Development Internship (Unpaid)**

Hours: 10-15 hours/week

Internship hours may be eligible to receive course credit through a university program.

### **Position Summary**

The intern will work with the Development Director and administrative team to assist with database entry and management, research grant opportunities, assist with the creation of and mailing of development materials, assist with social media platforms, and help with other administrative tasks.

### **Responsibilities**

- Assist with donor cultivation and portfolio management
- Assist with data entry into DonorPerfect
- Research grant opportunities and prospects
- Draft donor communications
- Organize grant, donor, and board files and documents
- Assist in planning and execution of fundraising events and activities
- Assists with volunteer recruitment, retention and recognition
- Help with other tasks as needed

### **Requirements**

- Strong written and oral communication skills
- Ability to work with limited supervision
- Proficiency in Microsoft Office Suite
- Familiarity with social media platforms
- Interest in marketing or development is preferred

### **Qualifications**

The ideal candidate will be an upperclassman undergraduate student studying nonprofit management, marketing, communications, journalism, public relations, or other related field.

To apply, please send resume to Jennifer Skinner at [jskinner@abbott-house.org](mailto:jskinner@abbott-house.org).