



DEVELOPMENT INTERNSHIP



INTERNSHIP DESCRIPTION:

The DCSL Development department's intern will work directly with the Development Director, Marketing and Communications Specialist, and Fundraising Coordinator to carry out the organization's developmental goals. This position offers hands on experience with event management, community outreach, donor networking, and general nonprofit procedures.

DUTIES/RESPONSIBILITIES SHALL INCLUDE:

- Data entry through donor management software
- Program facilitation and assistance
- Digital marketing material creation
- Assisting with Social Media marketing and Blog posting
- Assisting with fundraising event planning and day-of event management
- Networking research
- Assisting with direct mail solicitation campaigns
- Other tasks assigned by Development Director

QUALIFICATIONS:

- Have an interest in non-profit administration and marketing
- Able to work independently and set up a schedule that maintains compliance with the expectations of the internship
- Skills in verbal and written communication
- Excellent attention to detail and ability to work with others as part of a team

ORGANIZATIONAL RELATIONSHIP:

The Development intern will report to the Development Director, Gillian Hayden.