



## Development Intern

The Action Center has for-credit intern learning opportunities available for students seeking undergraduate and graduate degrees in related fields of learning. Candidates applying for internships must be working with their school's internship program to be eligible. The intern will be responsible for completing all school requirements and the Action Center agrees to uphold a learning environment with increasing responsibilities and challenges as the semester moves forward.

**Position Overview:** This position reports to the Development Manager and will interface with numerous individuals within the Development team, event vendors and donors of all levels. The intern may gain exposure to the following functional areas:

- Events planning
- Donor cultivation and retention
- Appeal writing and direct mail
- Benevon system of fundraising
- Strategic planning in a non-profit environment

Specific responsibilities may include:

- Creating appeal letters
- Coordinating with outside vendors (direct mail, special event logistics)
- Active utilization and tracking donor engagement
- Participating in active donor communications (event invitations, donor e-blasts, personal phone calls)

Skills the intern can learn:

- Effective participation and management of events of all sizes
- Nationally recognized Benevon system approach to donor cultivation, engagement and retention
- Successful approaches to creating donor appeal letters
- Blackbaud- based donor tracking system

**Time Commitment:** As determined by the school

**Schedule Options:** Flexible – Must be available to attend off-hours events

**Qualifications:**

Upper level undergraduate student candidate  
Submission of writing sample or other portfolio artifact  
Excellent written communications  
Proficiency using Microsoft Office  
Ability to multi-task and meet deadlines  
Strong verbal communications

*Preferred:*

*Master's candidate in non-profit management, public administration*

**Positions Available:** 1 per semester

**Procedure for Applying:**

If the internship description matches the need for experience in your field of learning and you are interested in applying, please follow the following steps:

1. Contact your school's internship program to indicate your interest.
2. Have the school provide you with their program requirements and sample agreement.
3. Forward your school's program requirements and sample agreement, your resume and a cover letter expressing your interest in which internship position to: [interns@theactioncenterco.org](mailto:interns@theactioncenterco.org).
  - a. Optional: Your school can contact us directly with the same information listed above if it is preferred.
4. If we have an opening and are interested in interviewing you, you will be contacted for an interview.
5. Due to the limited resources of our organization, only applicants which follow the above steps will be considered for an internship.