



**Development Intern
Part-Time Temporary Paid Position
Job Description**

Title: Development Intern
Status: Paid Temporary Intern Position
Hours and Pay: Part Time (20 hours) for 4-5 weeks, non-exempt
Reports To: Interim Director of Development

Position Overview: The *Development Intern* is a temporary part-time position which will provide administrative support to the *Interim Director of Development*. While primarily responsible for administrative fundraising duties, the intern will gain experience by participating in direct fundraising. Duties include: donor relations, direct mail appeals, gift processing, reporting and event planning.

Primary Responsibilities:

- Processes donations and prepare acknowledgment letters and other correspondence.
- Maintains updated foundation, corporation, and individual donor files.
- Maintains Check Log and Check Coding both in Excel and the development binder.
- Creates end-of-week and end-of-month fundraising reports and other reports, as needed.
- Assists with appeal letter and campaigns, tracks outreach and donations in *Network for Good Database* and keeps online files of all donor acknowledgment letters.
- Answers donor questions regarding individual giving, online giving, and special events.
- Maintains guest lists and gathers and prepares registration and event materials.
- Manages sponsorship fulfillment for events (ex: solicits artwork for logos, guest names).
- Prepares media materials for distribution. (i.e. copying, filing, mailing, e-mailing).
- Assembles media and donor kits for events and meetings.
- Performs other duties assigned by the *Interim Director of Development* and *Executive Director*.

Required Skills and Experience:

- Understanding of transgender and LGBTQ issues.
- Associate's or bachelor's degree in a related field.
- A minimum of three years' experience in an administrative position, nonprofit preferred.
- Proficiency in Microsoft Word, Excel, and PowerPoint.
- Network for Good CRM experience preferred.
- Excellent verbal and written communication skills.
- Ability to present information concisely and effectively, both verbally and in writing.
- Ability to organize and prioritize work.
- Ability to work independently with little supervision.

To Apply

Submit a brief cover letter and resume or C.V. to careers@transgenderlegal.org with the subject line "Development Intern." Applications submitted without a cover letter **and** C.V. or resume **will not** be considered. Applications will be accepted until the position is filled. No phone calls, please.