

Sheltering Wings Center for Women, Inc.
Danville, IN 46122

TITLE: Development Intern

DEPARTMENT: Development

REPORTS TO: Donor and Engagement Director (DED)

POSITION TYPE: Internship (School-Sanctioned Only)

DURATION: Semester or year-long

HOURS: 10-12 hours per week

WORK LOCATION: Sheltering Wings, some remote work possible

COMPENSATION: Unpaid – Academic Credit Only

POSITION OBJECTIVE: At Sheltering Wings (SW), our services for survivors escaping domestic abuse are reliant on a competent and compassionate staff, adaptable operations and inclusive practices. The Development Intern will support the Development team in advancing volunteer and donor engagement, grant research, and communication initiatives.

ROLES & RESPONSIBILITIES:

Specific Duties:

- Assist with grant, and other market research
- Support grant proposals, reports and other grants-related tasks
- Support and create donor communications such as stewardship materials, social media, email and others
- Perform direct donor relations and stewardship tasks such as calling donors, sending handwritten notes, tabling, and attending community events as a representative of the organization.
- Support volunteer management functions; communicate with groups of volunteers, supervise volunteer events or drives, meet with volunteers or speak to them on the phone

QUALIFICATIONS FOR THE POSITION

Required:

- Currently enrolled undergraduate or graduate student in one of the following: Non-Profit Management, Development, Communication, Marketing, Fundraising, Public Health, Social Work, Public Administration, Public Relations, Leadership Development, or something similar.
- The internship must be approved and sanctioned by the student's academic institution.
- Eligible to receive academic credit
- Strong written and verbal communication skills, including willingness to make calls and speak on the telephone.
- Proficient in Microsoft Office 365.
- Detailed-oriented with strong organizational skills.
- Interest in nonprofit management, fundraising, communications, or related field.

Preferred, but not required:

- Social media management or content creation
- Marketing or communications coursework.

Learning Outcomes:

By the end of the internship, the student will:

- Gain practical experience in nonprofit fundraising, donor and volunteer relations and communications
- Develop an understanding of development strategy, communications calendar development and execution, campaign planning, and leadership tactics.
- Develop and/or refine professional communications skills.

- Spend valuable time with a seasoned team of nonprofit management professionals with the opportunity for ongoing connections and mentorship.

The description covers the most significant duties performed to fulfill the mission of SW but does not restrict leadership's right to assign or reassign other reasonable duties, responsibilities, or expectations to this internship at any time, with or without advance notice. The information contained in the job description is for compliance with the American with Disabilities Act and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position, and additional duties may be assigned.

Physical Requirements of Position:

Must be able to sit and stand for extended periods of time as well as walk or move about the grounds of SW as needed. Must be able to operate a vehicle for travel to and from donor or community meetings in Central Indiana, with access to provide your own transportation. While performing the duties of this internship, the employee is regularly required to communicate, converse with others, express oneself, and exchange information.

Equal Employment Opportunity Statement:

SW is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.