Internship Description / Announcement
Position: Girls Inc. Development Intern
Location: Remote. Development team is based in NYC, but currently remote.

Organization: The Girls Inc. network serves girls ages 6-18 at more than 1,500 sites in 350 cities across the United States and Canada. Our research-based programming is delivered by trained professionals who focus on the development of the whole girl, supporting, mentoring, and guiding girls in an affirming, pro-girl environment. Here, girls learn to value their whole selves, discover and develop their inherent strengths, and receive the support they need to navigate the challenges they face. We also advocate with and for girls, on a local and national scale, advancing policies that expand their rights and promote equity for all. Learn more at girlsinc.org.

Summary: Reporting to the Donor Relations Manager, the Development Intern will help support the individual donor stewardship program. Whether determining strategy, implementing campaigns, or analyzing results, we keep relationships front and center in our work. This internship will provide an opportunity to learn about the fundamentals of people-centered, data-informed fundraising. Interns will gain insight into the various forms of giving and types of partnerships that help nonprofits serve communities across the United States.

Responsibilities:
● Conduct in-depth research projects to inform fundraising strategy. Topics may include nonprofit industry trends, monthly giving programs, and grassroots fundraising
● Help write and edit compelling, on-brand donor communications such as emails, letters, etc.
● Support the weekly production of acknowledgement (thank you) letters
● Assist with donor data collection and other occasional administrative tasks as needed

Work Schedule:
● Approx. 15-20 hours per week
● Desired internship duration: August 21-January 15 (flexible; days off possible by request)

Qualifications:
● Strong written and verbal communication skills
● Excellent attention to detail, interpersonal skills, organization, and problem solving skills
● Strong passion for women and girls’ issues, gender equality, and social justice
● Strong computer skills, particularly Microsoft Office and Google Drive
● Experience in a customer/constituent/donor service, retail, or sales setting preferred
● Coursework and/or experience in basic data analysis preferred but not required

Application Information:
● Unpaid. College credit available. Internship is designed for current college students, recent college graduates, or applicants with equivalent experience. Must be eligible to work in the U.S.
● Please send a resume, cover letter including your availability within Mon-Fri, 9 am-5 pm ET business hours, and a 1-5 page writing sample (any topic) to kjougla@girlsinc.org. No phone calls please.
● Final deadline is August 14, 2020, but applications will be reviewed on a rolling basis.

AN EQUAL OPPORTUNITY EMPLOYER