

## Position Posting Development Intern

Job Title:	Development Intern	Status:	Volunteer
Reports To:	Development Manager	Hourly Rate:	Non-stipend
Program:	Development & Communications	Classification:	Non-stipend

The Mockingbird Society is an advocacy organization that works with young people and families to transform foster care and end youth homelessness. Our youth programs train young people who have been homeless and/or in foster care to be their own best advocates. By doing so, our youth help change policies and perceptions that stand in the way of every child having a safe and stable home. Our family programs advocate for innovation in the way foster care is delivered. Together, our solutions focus on improving the social service systems that ultimately serve thousands of children, youth, and families each year in Washington and beyond.

### POSITION SUMMARY

The Mockingbird Society is seeking a motivated individual to join our team! You will gain hands-on experience in event planning, grant administration, and CRM database management, while working with a collaborative and energetic team. If you are interested in developing more professional skills in fundraising, we may be a great place for you!

### ESSENTIAL RESPONSIBILITIES

- Grants
  - Assist with preparing grant materials for submission
  - File grant records and update grants calendar
  - Research and identify potential new funders
- Database
  - Enter donations and new contacts into donor database (Salesforce)
  - Generate and send donor thank you letters
  - Follow up with donors when credit cards lapse
  - Generate reports as needed
- Stewardship
  - Assist with volunteer program development & in creating an alumni program
  - Research and identify industry best practices relating to fund development
- Events
  - Coordinate and track registration of attendees
  - Assist with outreach
  - Assist with nametags, swag (ordering/counting/professionalizing/organizing)
  - Post event help with:
    - Troubleshooting donations (e.g. bad credit cards)
    - Gift processing

Other tasks as assigned, depending on time of year internship happens in annual development cycle.

### **DESIRED QUALIFICATIONS**

- Self-starter!
- Fast learner!
- Excellent writing, communication, and organizational skills
- Enjoys working in a collaborative and positive work environment (enjoys bringing and partaking in yummy munchies as is office culture)
- Experience with Microsoft Office (Word, Excel, PowerPoint). Database familiarity a major plus!

### **REQUESTED TIME COMMITMENT**

- Available for 8-20 hours per week with minimum 4-hour shifts during business hours (9am – 5pm, M-F).
- Minimum three-month commitment, with special consideration given to individuals willing to commit to six months.

### **COMPENSATION**

This is a volunteer position designed to provide the individual with resume-building professional development opportunities in fundraising while supporting the organization to achieve its mission.

### **NONDISCRIMINATION POLICY**

Employees and volunteers are prohibited from discriminating against any individual or group on the basis of race, color, sex, religion, national origin, citizenship, age, marital or veteran status, sensory, physical, or medical disability, political ideology, sexual orientation, or any other legally protected status.

### **HOW TO APPLY**

Send a resume and cover letter to [danielle@mockingbirdsociety.org](mailto:danielle@mockingbirdsociety.org). No calls please. Thank you!