

## DEVELOPMENT INTERN JOB DESCRIPTION

### SUMMARY

Responsible for assisting Elijah Rising's Executive Director in executing development and fundraising strategy.

### OBJECTIVES

#### Development & Fundraising

- Research eligible grants and assist with the application process
- Assist with establishing systems for grant writing
- Assist with donor communication and follow up
- Assist with planning fundraising events and online fundraising campaigns
- Support daily administrative tasks.
- Participation in regular meetings with staff.

### QUALIFICATIONS

- Understanding of design/typography a plus.
- Ability to work sensitively with diverse populations
- Completed or working towards a college degree, preferably in a related field
- Strong communication skills both verbal and written
- Must be computer literate (knowledge of Word, PowerPoint, Excel, Google Docs, etc.)
- Self-motivated, good organization and interpersonal skills
- Ability to multitask and prioritize
- Ability to ensure confidentiality
- Ability to travel to different location for meetings, appointments, etc.