

Development Intern

Position Description

Use your talent & creativity for good! Conard House is looking for candidates who want to put their creative skills to work in the nonprofit sector to enhance Conard House fundraising efforts to support the Conard House community. Duties will include but are not limited to:

- Coordinate all aspects of the research required to determine compatibility between private foundations, corporations, government agencies and Conard House.
- Assist with and/or prepare letters of inquiry and grant applications to private foundations and corporations.
- Assist the Director of Development maintain the Conard House database.
- Support the Director of Development with fundraising posts for Conard House social media channels.
- Additional Opportunities in the Conard House Development Office include: annual report, fundraising campaigns, and advocacy initiatives.

The Conard House Development Intern candidate is expected to possess the following qualifications:

- Excellent written and verbal communication skills.
- Strong interpersonal skills
- Great imagination and creativity
- Experience with the Microsoft Suite and Google Suite, desktop graphic design suites, digital media, and social media platforms preferred
- Basic photo editing experience

Education and/or experience: Undergraduate students pursuing studies in (but not limited to) the following areas: business, communications, public relations, philanthropic studies or equivalent. Candidates will be enthusiastic, motivated, self-starters with a strong work ethic and positive attitude.

Time Commitment:

The Development Intern position is part-time to full-time. Hours and work dates are flexible. Projects may be executed remotely.

The internship is a volunteer, non-paid work experience.