



Intern Job Description: FUNDRAISING COORDINATOR
(Domestic Kindness Nonprofit Organization)

Location: Mostly remote

Duration: 5 months- 1 year or longer

Hours: Based on university requirements

Compensation: Unpaid Intern

About Domestic Kindness:

The mission of Domestic Kindness is to equip churches to be part of the solution to domestic abuse. We train and oversee Domestic Kindness Resource Teams within churches that provide resources to educate and support their church. They are trained to hear the oppressed and connect them to intervention. Domestic Kindness empowers individuals and families by promoting kindness, safety, and well-being in the home.

Position Summary:

The Fundraising Coordinator Intern assists with planning, organizing, and executing fundraising initiatives to support the mission of Domestic Kindness.

Key Responsibilities:

1. Fundraising Campaign Support:

- Assist with the planning and execution of online and offline fundraising campaigns.
- Conduct donor outreach and follow-up, including thank you letters, emails, and calls.

2. Donor Research and Stewardship:

- Assist in researching potential donors, corporate partners, and grant opportunities.
- Help organize donor recognition and engagement activities, including events and thank-you campaigns.

3. Social Media and Digital Fundraising:

- Support social media campaigns to raise awareness and funds for Domestic Kindness.
- Assist in creating and scheduling content for social media platforms to engage donors and supporters.
- Monitor and analyze digital fundraising campaigns and provide recommendations for improvement.

Qualifications:

- Belief in the mission of Domestic Kindness
- Strong written and verbal communication skills.
- Excellent attention to detail and organizational skills.
- Proficiency in Microsoft Office Suite or Google (Word, Excel, PowerPoint).
- Experience with fundraising platforms (e.g., GoFundMe, Classy, DonorPerfect) is a plus.
- Familiarity with social media platforms (Facebook, Instagram, X, TikTok).
- Must be able to commit to a minimum of 5 hours per week.

How to Apply: Please submit your resume, cover letter, and any relevant work samples to domestickindness@gmail.com.

In your cover letter, briefly explain why you are interested in this internship and how your skills align with the responsibilities of the position.