



PROMISE HOUSE



# PAID NONPROFIT INTERNSHIP

## PROMISE HOUSE IS SEEKING A DEVELOPMENT INTERN FOR SUMMER 2020

### ABOUT US

Promise House is leading the charge to end youth homelessness in North Texas. Our free programs include the emergency youth shelter, transitional living, pregnant and parenting teen support, counseling, education, and outreach.

### THE DEVELOPMENT INTERN WILL GAIN

- 280 hours of HANDS-ON EXPERIENCE IN NONPROFIT DEVELOPMENT, including donor relationship management, event coordination, fundraising, and marketing
- An opportunity to PLAN, EXECUTE, AND SUPERVISE 2 IMPORTANT PROJECTS: a mid-year report to steward relationships with donors and foundations and planning and coordinating a summer donor engagement event
- EFFECTIVE COMMUNICATION SKILLS for building and maintaining relationships with donors, volunteers, and community members
- FUNDRAISING SKILLS, including contacting potential funders, researching supporting statistics, and creating supplementary materials for projects
- \$2,750 compensation over an 8-week working period

### PROSPECTIVE APPLICANTS MUST

- Want to make a difference in the lives of youth
- Be a full-time undergraduate returning to college as a junior or senior in Fall 2020
- Have strong written and verbal communication skills and demonstrate confidence in their ability to connect with others over the phone, in writing, and in person
- Possess strong organizational skills, creativity, and attention to detail

### SPONSORED BY

**ExxonMobil Community**  
**Summer Jobs**  
Program

**EMAIL COVER LETTER AND RESUME TO**  
**MELODY KARSI, PHILANTHROPY OFFICER**  
**OF INDIVIDUAL GIVING**  
**[MELODY.KARSI@PROMISEHOUSE.ORG](mailto:MELODY.KARSI@PROMISEHOUSE.ORG)**  
**APPLICATION DEADLINE: APRIL 10, 2020**

224 W. Page Avenue  
Dallas, TX 75208  
[www.promisehouse.org](http://www.promisehouse.org)