

Title: Development Intern
Reports To: Director of Development and Marketing
Location: Seattle, WA

About Global Visionaries

Global Visionaries (GV) is a 501c(3) nonprofit legal institute located in Beacon Hill, Seattle. GV empowers young people to become global leaders in creating a just and sustainable future. The year-long Leadership Program provides youth a global perspective empowering them to understand the intrinsic relationships between local and international social and environmental justice issues.

Position Summary

The Development Internship is designed for individual who wish to gain hands-on experience with nonprofit's events and fundraising developments. The Intern will work directly with the Director of Development and Marketing Manager to research and cultivate supporters, manage the organization's donor databases, track and evaluate fundraising efforts, and organize events.

Specific duties include, but are not limited to

- Assist in the delivery of development plans, donor events, and other activities
- Prepare reports and presentations for internal and external use
- Assist with updating and maintaining GV's database
- Manage donor files and other development materials
- Assist with researching state and federal regulations regarding donor solicitation and general development efforts (e.g. auctions)
- Conduct research on individual, foundation, and corporate donors
- Drive positioning and packaging for corporate sponsorships

Qualifications

- Possess an interest in a nonprofit career, particularly development and fundraising
- Strong communication skills – particularly for corporate communication
- Unimpeachable ethical standards and personal integrity
- Strong interpersonal skills and attention to detail
- Demonstrate a basic understanding of accounting principles
- Knowledge of Microsoft Office applications
- Demonstrated desire to learn and ability to work in a multi-faceted capacity
- Creative, genuine, and positive mindset

Hours, Start Date and Duration

Flexible within business hours (9:00 am- 6:00 pm). A firm commitment of 10-20 hours per week is required. Minimum 3-month commitment, with a 6-month commitment desirable. May include some evenings and weekends.

The internship will start at a mutually agreed upon date and may continue throughout the year depending on mutual interest and satisfactory performance.

This is an unpaid internship. However, there is an allowance for school credit (CPT/OPT eligible) if permitted by the college/university of the applicant. Position offers an excellent opportunity to work on substantive projects and can result in a great reference.

How to Apply

Email cover letter, resume, and the supplemental questionnaire to officemanager@global-visionaries.org with a subject line of "Application for Development Intern".