

Development Internship CHILDREN AT RISK – Houston

CHILDREN AT RISK is offering an unpaid, but extraordinary learning opportunity for a number of select individuals. The Development Interns will have the opportunity to learn from experienced development professionals and work on the essentials of non-profit development work. This is a unique position that will enable the selected candidates to understand the day-to-day operations of a highly successful, macro-level non-profit organization. The preferred candidates will be enthusiastic, detail oriented, and self-motivated individuals driven by a passion for social justice and higher learning. The Development Interns will join a driven, dynamic, and growing team and will work closely with the development office in the area of resource development.

CHILDREN AT RISK is a research and advocacy organization dedicated to improving the quality of life of children through strategic research, public policy analysis, community education, collaboration, and advocacy. Our four priority issue areas are 1) strengthening public education, 2) enhancing parent and family well-being, 3) ending child trafficking, and 4) improving child health and nutrition. Through its research and advocacy programs, CHILDREN AT RISK is a well-known leader in understanding the health, safety, and economic indicators impacting children, and educating public policy makers in their importance in improving the lives of children.

Key responsibilities include:

- Conducting research on current and potential donors.
- Assisting in proofreading grant proposals and writing grant applications.
- Assisting in cultivating relationships with individual donors, corporate sponsors, and foundations.
- Working with the DonorPerfect database to maintain and update donor records.
- Helping oversee appropriate gift follow-up, including acknowledgements and fulfillment of donor requests.
- Assisting with Special Events planning and resource development.
- Assisting with fundraising-related special projects as needed.
- Representing CHILDREN AT RISK in meetings regarding current children's issues such as education, healthcare, poverty, and safety.

Preferred Qualifications

- Ability to work independently/as a self-starter, as well as a team member.
- Strong written and verbal communication skills for both internal and external audiences.
- Attention to detail and a commitment to maintaining accurate, confidential donor records.
- A strong work ethic, a good sense of humor, an outgoing personality, and a zeal for relationship building are all considered a plus for this position.
- A commitment to children, innovative public policy, and positive change is preferred.
- A strong desire to learn about fundraising, special events planning, and grant writing.

- Preference will be given to college seniors, graduate students, and recent college graduates, but others will be considered.

This position will be adapted to the selected candidate's interests, self-identified strengths, and availability. Although this internship is unpaid, benefits include a fun and engaging office atmosphere, recognition for tangible products that will benefit the organization beyond the spring semester and an exclusive opportunity to work closely with knowledgeable and successful development staff members.

Application Instructions: Our positions are competitive and fill up quickly. Interested candidates should submit a letter of interest, resume, and three references to Charanya Ravikumar at CRavikumar@childrenatrisk.org.

CHILDREN AT RISK is an equal opportunity employer and does not discriminate against individuals on the basis of sex, gender identity, sexual orientation, age, disability, veteran status, religion, ancestry, color, race, ethnicity or creed.