Fall 2018 Development Internship

**CHILDREN AT RISK – Houston**

CHILDREN AT RISK is offering an unpaid and extraordinary learning opportunity for development focused 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 improving the life of children. The Development Interns will join a driven and dynamic team and will work closely with the development office in the areas of special events, individual giving, and resource development.

CHILDREN AT RISK is a research and advocacy group dedicated to improving the quality of life for children through research, public policy, community education, and collaboration. Our focus is on ending child trafficking, strengthening public education, implementing evidence-based parenting programs, increasing access to and use of federally funded meal programs, and encouraging the use of evidenced based programs. We are the leading source of accurate information on children’s issues, an advocate, and catalyst for change concerning the needs of all children.

**Key responsibilities include:**

* Assist the development team in special event planning and resource development for Fall 2018 Events, including logistics planning and auction item acquisition.
* Conduct research on current and potential donors.
* Assist in proofreading proposals and grant applications.
* Work with Donor Perfect database to maintain and update donor records.
* Assist with fundraising-related special projects when requested.
* Help with initial drafts on small foundation or corporate grants.
* Research potential third party partnership opportunities.
* Communicate with constituents about organizational activities and events across multiple media.
* Assist with material design to enhance donor engagement.

# 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.
* **A strong desire to learn about fundraising, special events, and grant writing.**
* Attention to detail and a commitment to maintaining accurate, confidential donor records.
* A strong work ethic, 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 preferred.
* Provide personal laptop with Microsoft processing capabilities.

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 summer term and an exclusive opportunity to work closely with knowledgeable and successful development staff members.

**Application Instructions:** Our positions are competitive and fill quickly. Interested candidates should submit a letter of interest, resume, and three references to Jennifer Sudkamp at [jsudkamp@childrenatrisk.org](mailto:jsudkamp@childrenatrisk.org). For more information about CHILDREN AT RISK please visit [www.childrenatrisk.org](http://www.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.