

## Fall 2019 Development Internship CHILDREN AT RISK – Houston

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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 an experienced and driven team of 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 successful, macro-level non-profit organization.

CHILDREN AT RISK serves as a catalyst for change to improve the quality of life for children through strategic research, public policy analysis, education, collaboration and advocacy. Our issue areas include education, parenting, human trafficking, and health & nutrition.

### **Key responsibilities include:**

- Assist the development team in special event planning and resource development for fall 2019 and spring 2020 events, including logistics planning and auction item acquisition.
- Conduct research on current and potential donors, and third party partnership opportunities.
- Assist in proofreading proposals and grant applications.
- Work with Donor Perfect database to maintain and update donor records.
- Communicate with constituents about organizational activities and events across multiple media.

### **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.
- 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 and a recognition for tangible products that will benefit the organization beyond the spring term.

**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.