

Development Internship, Fall 2021
CHILDREN AT RISK, (Remote/In-Person)

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 fundraising 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. This position will focus on supporting individual giving and events and management of our donor database, DonorPerfect.

Key responsibilities include:

- Assist the development team in special event planning and resource development for fall 2021 and spring 2022 events, including logistics planning and auction item acquisition.
- Work with DonorPerfect database to maintain and update donor records.
- Communicate with constituents about organizational activities and events across multiple media.
- Conduct research on current and potential donors, and third party partnership opportunities.

Preferred Qualifications:

- Comfortable with databases, running reports, etc. However, knowledge of DonorPerfect is not necessary.
- Ability to work independently as a self-starter, as well as a team member.
- A strong desire to learn about fundraising, special events, and grant writing.
- Attention to detail and a commitment to maintaining accurate, confidential donor records.
- Strong written and verbal communication skills for both internal and external audiences.
- Provide personal laptop with Microsoft processing capabilities.

Status:

This is a part-time, temporary position, 15-20 hours per week. This will be a largely virtual internship – candidates may be located anywhere in Texas. If a candidate is comfortable and able, they are welcome to work in the Houston or Dallas office on days staff will be in attendance.

The 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 and resume to Jennifer Sudkamp at jsudkamp@childrenatrisk.org. Deadline to apply is September 1.

About CHILDREN AT RISK: 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.

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. We strongly seek candidates that represent the diverse community and children that we serve.

For more information about CHILDREN AT RISK please visit www.childrenatrisk.org.