



## SUMMER 2025 CHILDREN AT RISK INTERNSHIP

<b>Job Title:</b> Development Intern	<b>Compensation:</b> None
<b>Department:</b> Development	<b>Reports To:</b> Development Staff Member TBD
<b>Job Status:</b> Internship	<b>Date Written:</b> 01.15.2025

### ABOUT CHILDREN AT RISK

Children At Risk (C@R) is a non-partisan research and advocacy nonprofit dedicated to understanding and addressing the root causes of child poverty and inequality. Established in 1989 by Houston child advocates and researchers, C@R has grown into a statewide organization tackling Texas children and families' most pressing needs.

Our mission is to serve as a catalyst for change to improve children's quality of life through strategic research, public policy analysis, education, collaboration, and advocacy. C@R considers the whole child by tracking issues in children's health, safety, education, and economic security to improve equity and justice for all Texas families. Committed to action beyond the data, drives evidence-based change by speaking out on behalf of children.

This internship will focus on supporting the C@R Development Department and potentially other areas of work at C@R.

### ABOUT DEVELOPMENT DEPARTMENT

C@R's Development department is responsible for securing funds to support C@R's work by actively cultivating relationships with potential donors, managing fundraising campaigns across various channels like grants, individual donations, corporate sponsorships, and events, and ultimately ensuring the organization meets its financial goals to operate its programs effectively.

### ABOUT THE INTERNSHIP

C@R is offering an unpaid, but 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.

The internship will be remote with virtual meetings; additionally, the intern may be expected to attend in-person events and meetings as needed.

### Key Responsibilities

The intern may support the Development department in any one of these areas noted below:

- **Identifying potential donors:** Researching and prospecting for new donors, including individuals, foundations, and corporations.

# children at Risk

- **Donor cultivation:** Support in maintaining relationships with current donors through personalized communication and engagement strategies.
- **Grant writing:** Help with initial drafts on small foundation or corporate grants and assist in proofreading proposals and grant applications.
- **Donor stewardship:** Maintaining ongoing communication with donors to express gratitude and update them on the impact of their contributions.
- **Database support:** Maintain and update Donor Perfect database donor records
- **Event planning and execution:** Assist the development team in special event planning and resource development for upcoming events, including logistic planning and auction item acquisition.
- **Research:** Research potential third party partnership opportunities.
- **Marketing:** Assist with material design to enhance donor engagement.
- Any other duties as assigned.

## Preferred Qualifications

We are seeking dedicated and focused candidates that possess excellent research, writing or data analysis skills to assist in research and advocacy efforts across C@R issue areas. A passion for social justice is essential, and the belief that all children should be afforded the highest quality of life.

- Candidates in college or graduate program are preferred, but not required
- Proficient in Microsoft Office.
- 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, 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.
- A strong desire to learn about fundraising, special events, and grant writing.
- 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 hands on experience on inner workings of nonprofit infrastructure 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 and resume to [info@childrenatrisk.org](mailto:info@childrenatrisk.org) and include the words "Development Internship" in the subject line.

The application deadline for summer internships will be April 30, 2025. For more information about C@R please visit [www.childrenatrisk.org](http://www.childrenatrisk.org).

C@R receives a high volume of resumes and reviews every candidate closely. As such, candidates will only be contacted if they are selected for an interview