



Empowering People. Transforming Cultures.

Fund Development Internship Description

About the Role

We are seeking a detail-oriented and motivated Fund Development Intern to support our philanthropy and fundraising efforts during a critical period of transition. This role will assist with database management, prospect research, and administrative tasks to help sustain and grow our donor relations.

Key Responsibilities

- Assist in maintaining and updating donor and prospect databases (Raiser's Edge or other CRM experience is a plus)
- Conduct prospect research to identify potential donors and funding opportunities
- Support fundraising and grant-writing efforts by compiling necessary materials
- Provide general administrative support during a high-volume fundraising season
- Help in producing gift receipts to ensure accurate record keeping

Qualifications

- Strong written and verbal communication skills
- Skilled at interacting respectfully with diverse groups, including donors and team members
- Attention to detail and accuracy
- Proficiency in Microsoft Office Suite (Excel, Word, Outlook)
- Discretion and sensitivity when handling confidential information
- Willingness to learn new skills and software programs
- Familiarity with grant writing or donor relations is preferred but not required
- Prior experience with school fundraising events or student journalism is a plus
- Experience with fundraising, philanthropy, development, or non-profits is a plus

Additional Information

This is an in-person internship, with at least 2 (4-hour) days per week.

If you are eager to gain hands-on experience in fundraising, donor relations, and non-profit development, we encourage you to apply!

For more information, please contact Betty Omer in Human Resources at bomer@ncrconline.com.