



**Development Intern
JOB DESCRIPTION**

Position: Development Intern
Reports To: Development Director
Type: Intern

Position Mission/Purpose

The Development Intern will be responsible for supporting the Fund Development and Marketing needs of Esperança.

Duties and Responsibilities:

- Supports Fund Development:
 - donor recognition
 - website management and accuracy of content
 - organization and implementation of special events
 - targeting marketing and communications strategies
 - writing, creating and editing a variety of communications
 - participates in improving and implementing organizational performance through recommending improvements to processes, collecting data when requested and providing input to department discussions
 - supports third party fundraising events

Essential Skills

- Experience in writing, creating and editing a variety of communications for different audiences is essential.
- Flexibility in handling multiple projects at a time while meeting deadlines.
- Knowledge of and willingness to learn new software and online programs.
- Must have a willingness to empower leadership skills to manage thorough marketing and development strategies.
- Organization skills are critical, as the Development Intern often handles many unique tasks at once.

Competencies Required/Preferred:

- Experience in graphic design, writing and editing; and social media.
- Excellent oral and written communication skills.
- Experience with Microsoft Office Outlook, Word, Power Point and Excel.