

## Development Intern

The Development Intern will work directly with the Executive Director to research prospects, assist with special events, and volunteer coordination. This is an excellent opportunity for a highly organized and motivated individual to develop skills in nonprofit development work and learn about child advocacy.

This internship is an unpaid internship and reports to the Executive Director.

### Overview & Summary

The Development Intern will research prospects, solicit in-kind gifts, assist with special events, and volunteer coordination. This is an excellent opportunity for a highly organized and motivated individual to develop skills in nonprofit development work and learn about child advocacy. This internship is an unpaid internship and reports to the Executive Director

### Duties & Responsibilities

*Internships at CAC Lapeer are created around the interest and skills of the applicant and will meet the needs of both the student and CAC Lapeer. Interns are required to organize one third party fundraising event that will raise awareness and funds for the organization.*

Examples of other duties and responsibilities of CAC Lapeer Development Interns:

- Conduct in-depth research on funding possibilities for programs and initiatives and assist with the development of program specific grant proposals
- Represent CAC Lapeer at community and corporate events
- Assist with the planning and implementation of CAC Lapeer special events and third-party events
- Secure in-kind gifts for CAC Lapeer special events
- Coordinate social media campaigns

### Minimum Qualifications

*To perform this job successfully, an individual must be able to demonstrate proficiency in meeting competencies required for position; able to perform each essential duty satisfactorily with or without reasonable accommodations. The requirements listed below are representative of the knowledge, skill and/or ability required.*

- Communications, Marketing, Business major or other related field of study preferred

- Must be comfortable making phone solicitations
- Be responsible, hard-working, ethical, and committed to the mission of the CAC Lapeer
- Possess a high level of organizational skills and be detail oriented
- Possess solid oral and written communication skills
- Computer proficient with computer applications (Microsoft Office Suite)
- Ability to multitask
- Interest in a nonprofit career - particularly development and fundraising.
- Must consent to a background check

**Additional Requirements:**

- A confidentiality statement must be signed, and a background check must be cleared.

**Time Commitment:**

- Minimum requirement is 10 weeks (8 weeks during the summer) for a minimum of 120 hours.
- Hours are flexible within the 8:30-4:30 p.m. range, Monday through Friday.

**How to Apply:**

Please submit a cover letter and resume to [hfrayer@caclapeer.org](mailto:hfrayer@caclapeer.org). *No phone inquiries, please.*