



lighting the way for a child's future

Development Intern

The Development Intern will collaborate closely with the Director of Development to conduct prospect research, support in organizing special events, marketing and manage volunteer coordination. This presents a fantastic chance for a well-organized and driven individual to acquire valuable skills in nonprofit development and gain insights into child advocacy.

Overview & Summary

The Development Intern plays a crucial role in helping the organization secure funding and support for its programs and initiatives. Their duties and responsibilities can vary depending on the educational background of the intern. This internship is an unpaid internship and reports to the Director of Development.

Duties & Responsibilities

Internships at The Child Advocacy Center of Lapeer County (CAC) are created around the interest and skills of the applicant and will meet the needs of both the student and the CAC.

Examples of other duties and responsibilities of the CAC 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 special events.
- Help maintain relationships with donors and sponsors by drafting thank-you letters, acknowledgment notes, and regular updates on the organization's activities and impact.
- Participate in strategies to retain and upgrade existing donors. This may involve creating donor recognition programs and communicating the impact of their contributions.
- Help create marketing materials and press releases to promote the nonprofit's initiatives and fundraising efforts.
- Assist in the creation and execution of online fundraising campaigns and social media outreach to engage donors and supporters.
- Conduct research on potential major donors, high-net-worth individuals, and philanthropic organizations that may be interested in supporting the nonprofit's work.

Minimum Qualifications

In order to excel in this role, an individual should be capable of demonstrating proficiency in meeting the competencies necessary for the position. They should be able to carry out each essential duty effectively, with or without reasonable accommodations. The following requirements serve as a representation of the knowledge, skills, and abilities needed.

- Preferred educational background in Communications, Marketing, Business, or a related field of study.
- Comfort with making phone solicitations is essential.
- The ideal candidate should exhibit traits of responsibility, diligence, ethics, and a strong commitment to the mission of the CAC.
- High-level organizational skills and acute attention to detail are a must.
- Strong oral and written communication skills are a key requirement.
- Proficiency in Microsoft Office Suite is necessary.
- The ability to multitask is essential for success in this role.
- An expressed interest in a career within the nonprofit sector, particularly in the areas of development, fundraising, or marketing, is highly valued.
- Candidates must be willing to undergo a background check.

Additional Requirements:

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

Time Commitment:

- The program has a flexible duration. You can choose your working hours between 8:30 a.m. and 4:30 p.m., Monday through Friday.

How to Apply:

Please submit a cover letter and resume to Dawnw@caclapeer.org. *No phone inquiries, please.*