



THOMAS HOUSE FAMILY SHELTER

Development Intern

We are looking for a Development Intern to assist our Development Department with upcoming events and fundraisers. The internship role will include but not be limited to the following:

Responsibilities

- Assist with coordination of internal and external events
- Work with other team members to produce proposals
- Research and gather information for upcoming projects
- Research (internet-based) various markets to identify project leads
- Update and maintain information in our Client Relationship Management database
- Assist in preparing brochures and other collateral materials
- Maintain deadlines and event entries in a marketing calendar
- Assist with coordination and preparation of seminars, events, conferences and speaking opportunities
- Assist in making cold calls to potential partners and donors

Requirements

- 8-10 hours per week
- Good communication skills
- Good computer skills (Microsoft Word, Excel)
- 6-month commitment

2-3 positions available.

For more information contact Shakoya Green Long, Chief Executive Officer, at shakoya@thomashouseshelter.org.