

## Intern - Development

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**Vision House** is a 501(c)(3) non-profit Christian housing support services program for homeless single mothers, fathers, and their children.

**POSITION:** Development Intern

Vision House seeks a dynamic self-starter to assist development, marketing, and communications efforts. This internship is an excellent opportunity to experience various aspects of fundraising together with a hard-working, fun-loving team in a solid, growing, nonprofit organization.

**RESPONSIBILITIES:**

Work closely with the team - Development Manager, Communications Specialist, Community Engagement Officer, Volunteer Coordinators and Admin Coordinator on fundraising:

- Attend and support Development Team activities and events in the areas of Donor Relations, Volunteer Program and Public Relations
- Assist in planning and executing community and fundraising events.
- Draft and pitch press releases, media alerts and other stories.
- Research and draft material for Social Media posting
- Design fliers, evites and other marketing materials.
- Reach out to community organizations, general public and donors with the message of Vision House's mission via tours, donor meetings, community events.
- Collaborate with staff on new ideas and means of marketing and communications.
- Assist in processing donations and preparing acknowledgement letters and other correspondence.
- Work in Donor Perfect to upload new donor information.

**QUALIFICATIONS:**

- Completed or working toward a college degree in a related field (e.g. - Project Management, Marketing/Communications, Public Relations, Nonprofit Management, etc.)
- Interest in nonprofit development/fundraising.
- Previous internship or related experience in the above fields is a plus.
- Proficiency in Microsoft Office Suite, including Excel spreadsheet development and document management, required.
- Database experience - Donor Perfect or similar donor-based software - preferred.
- An effective communicator, both written and oral with a strong collaborative and professional nature.
- Self-motivated, good organizational skills, detail-oriented, ability to prioritize.
- Willingness to work evenings and weekends when necessary (not often).
- Ability to sign our Statement of Faith.

*The above job description and qualifications are not all-inclusive.*

Hours: TBD

Reports To: Volunteer Coordinator

Compensation: This is an Unpaid/Volunteer internship

To Apply: Please send cover letter and resume to [noreeng@vision-house.org](mailto:noreeng@vision-house.org)