Citizens League

Common ground. Common good.

POSITION ANNOUNCEMENT: Development Intern

The Citizens League is seeking a part-time intern to support fundraising and development efforts. This internship runs from January to June. It is unpaid, though college credit, work study, or other stipend can sometimes be arranged.

The successful candidate will have strong writing and interpersonal skills and will demonstrate effective organization and self-direction. Applicants with an interest in non-profit management and leadership, non-partisan public policy, foundation grant writing, and civic engagement are especially encouraged to apply.

About the Citizens League: The Citizens League, a member-based organization, builds civic imagination and capacity in Minnesota by identifying, framing and proposing solutions to public policy problems; developing civic leaders in all generations who can govern for the common good; and organizing the individual and institutional relationships necessary to achieve these goals.

PRIMARY RESPONSIBILITIES

- Research and organization
  - Research major donors and prospects; coordinate internal organizational system
  - Research donor database options and prepare recommendations for staff
  - Explore and manage online giving opportunities
- Donor Relations
  - Assist in the creation of solicitation training curriculum
  - Coordinate peer-to-peer solicitation efforts
  - Coordinate donor appreciation efforts
  - Manage campaign volunteers
  - Help to engage new members in the League
- Writing
  - Refresh web content, donor solicitation materials, and thank you letters
  - Help donors to tell their stories, using social media, website, and other outreach
  - Grant writing and grant research
- Events
  - Arrange development committee meeting logistics; take and distribute meeting notes
  - Assist with the planning and implementation of several development events, including a donor appreciation event, Presidents' Council Meeting, and a fundraiser.
  - Coordinate with donors and members to plan small-scale house parties

SKILLS AND EXPERIENCE

- Strong organizational, writing, and communication skills.
- Interest in, and preferably experience with, fundraising and donor relationship management
- Interest in and commitment to the mission and principles of the Citizens League.
- Ability to work in an ideologically-diverse, non-partisan political environment with a wide variety of stakeholders and to effectively coordinate work with staff, volunteers, and outside partners.
- Familiarity and aptitude with PC use, including Microsoft Office Suite
- Capacity to conduct effective internet searches and knowledge of social networking platforms.

WORK HOURS

- 15-20 hours a week with flexible scheduling.

HOW TO APPLY

Interested candidates should send a cover letter, resume, and contact information for three references by January 12 to:

Citizens League
Attn: Dani Fisher, Development Manager
dfisher@citizensleague.org