

Development Intern Fall 2012

IJDH is looking for an intern or volunteer to join our development team. The position is ideal for an undergraduate or graduate student interested in global human rights advocacy and organizational development for small nonprofits.

Responsibilities:

- Assist the Development and Communications Manager with daily development tasks;
- Research prospective foundations and donors;
- Keep accurate record of grant proposal deadlines and donor information;
- Help write grant proposals and letters of inquiry to potential funders;
- Put together articles and graphics for annual appeal and annual report;
- Send out acknowledgement letters to donors;
- Promote actions, events, speaking engagements, and fundraisers;
- Help with events around Boston to gain volunteers and attention to IJDH work;

Qualifications:

- Interest in Haiti and human rights advocacy;
- Strong writing skills;
- Strong self-management, and multitasking skills;
- High level of initiative and motivation;
- Strong attention to detail;
- Ability to work independently and in a team setting;
- Strong Internet research skills and access to a computer;
- Experience with Microsoft Word and Excel required; and
- Donor database experience, grant research and writing, accounting, and/or donor tracking experience is strongly preferred.

Details:

Internships with IJDH are unpaid but will provide students significant training and experience. IJDH will also work with students who elect to obtain academic credit. Both part-time and full-time internships are available. Part-time interns commit to a minimum schedule of 15 hrs. per week.

The position is ideal for an undergraduate or graduate student interested in global human rights advocacy and nonprofit development. Must be a strong writer and highly motivated. Strong preference for a full-time candidate willing to commit to more than 3 months.

How to Apply: To apply, please submit a cover letter, resume, and a writing sample to Jessica at volunteercoordinator@ijdh.org and include "Development Intern Fall 2012" in the subject line.

Start Date: ASAP