

Development/Fundraising Internship

Paid Summer Internship: \$13.25/hr

Term: Summer 2019 (May 20 to August 23)

Availability: 10-15 hours/week

The development/fundraising intern will support the NSCS 25th anniversary fundraising campaign, in the following areas:

- Event planning and on-site support for 25th anniversary celebration on August 10, 2019
- Supporting the creation and implementation of donor appeals, including social media and online messaging
- Conducting prospect research on current and potential donors

Qualifications

- Current NSCS member
- Interest in and experience with fundraising and event planning
- Experience with Excel, Social Media, WordPress, CRM databases
- Ability to work from our Washington, D.C. office: 2000 M St. NW, Washington, DC 20036
- Preference will be given to candidates available for at least 2-3 Full days

To Apply:

Email your cover letter and resume as an attachment (PDF) to madwed@nscs.org. You must include your availability to work for the summer semester/term.

Interviews will be conducted on a rolling basis.

This role will prepare you for entry level positions such as:

- Development assistant / associate / coordinator
- Donor relations specialist
- Prospect research specialist

Type of Appointment:

This is an hourly paid "Non-Exempt" position. Non-Exempt employees are covered by the overtime requirements of the Fair Labor Standards Act and typically include hourly employees with support jobs. Non-exempt employees must obtain advance permission from their direct supervisors before working more than 40 hours in a work week.

The Americans with Disabilities Act (ADA) of 1990 requires that the Physical Demands of each job be identified. The following information is intended to describe normal, physical demands found on the job. It is not intended to identify ideal, hypothetical or extreme cases.

This position includes sedentary work consisting of but not limited to:

- Ability to stand or sit for prolonged duration
- Ability to perform repetitive finger, hand, and arm movements
- Ability to lift 25 lbs.
- Talking-giving verbal instructions in close range, and speaking over the phone,
- Able to perform simple math
- Ability to utilize electronic equipment such as computer, 10-key, telephone, etc.
- Ability to think critically and provide appropriate solution