



DEVELOPMENT INTERN – SUMMER 2022

Job Description:

The Development Intern will work directly with the organization's Executive Director to expand the intern's knowledge in the fields of non-profit development, fundraising, and donor stewardship. The ideal candidate will be detail-oriented, have excellent written communication skills, familiarity with Microsoft Office, and the ability to work independently and as part of a close-knit team. This internship would be ideal for anyone interested in working for a non-profit at any capacity, as they will receive exposure to program budgets, timelines, evaluation, and goals.

Qualifications: Undergraduate/graduate student interested in working in the non-profit sector.

To apply, please submit a cover letter and resume to director@adultcarecenter.org

The intern will work on a variety of projects:

- Assist in the preparation of grants and learn how to research and develop proposals for grant programs
- Create monthly newsletter and monthly activity calendar
- Work with Executive Director further various initiatives as they arise