

Thrive DC Development Intern

Thrive DC provides meals, crisis assistance, employment training, and comprehensive support services to homeless and low-income men, women, and children in a safe, stable environment in downtown Washington, DC.

Job Title: **Development Intern**

Immediate Supervisor: Development Director

Qualifications

- Full time or part time student.
- Strong work ethic.
- Commitment to detail and excellent spelling/grammar.
- Professional demeanor.
- Imaginative, creative, and willing to try new ideas.
- A team player who can also handle solo assignments.

Preferred:

Experience with databases and email platforms such as MailChimp.

Experience working in an office setting.

Key Responsibilities

The Development Intern will work with the Development Team on all aspects of Thrive DC's relationship with the Washington, DC community at large. The Intern will work to promote service and events as well as help to develop new strategies for Thrive DC to develop a sustainable base of support.

- Assist with fundraising campaigns, mailings, and communications.
- Assist with event planning.
- Assist with social media content creation and maintenance.
- Work to maintain Thrive DC donor and supporter data bases.
- Provide general support to Development department.

This position is designed for the student interested in a career in Development of Office Management, who anticipates a future in fundraising, event planning, or organizational development. It provides a solid foundation in online platforms, real world experience with how to analyze performance based on objective metrics, and the opportunity to try new ideas that target specific audiences. This is a great position for the student who wants to put in practice theoretical knowledge and build their resume with hands-on experience.

Internships may be semester-based, school-year-based, or during the summer.

To apply, submit your resume and availability to rose@thrivedc.org. Note: only applications through an official school program, internship, or federal work study will be accepted.