



## **FUNDRAISING & DEVELOPMENT INTERN**

**Location:** RCF Office (203 East 4<sup>th</sup> Avenue, Suite 402, Olympia, WA 98501)

**Duration:** Spring Internships are February-May; Summer Internships are May-August

**Compensation:** Unpaid internship, students may receive course credit

**Training:** Orientation and ongoing training will be provided by RCF staff

### **INTERNSHIP OVERVIEW**

Fundraising and development skills are valuable assets for anyone planning to enter the nonprofit sector. Help the Rachel Corrie Foundation staff and Development Committee develop fundraising initiatives, strategize a long-term development plan, and learn the ins and outs of donor management. You will work with our Development Committee to explore and prioritize fund-raising possibilities; to write fund-raising communication pieces; to research, apply for, and document project grants; collaborate and review the creation of a long-term development plan; and learn effective donor management strategy and tactics.

### **RCF Program areas the internship will support (but not limited to):**

- The 10<sup>th</sup> Anniversary of PeaceWorks, PeaceWorks 2016: “Reflection and (Re)generation: Past and Future Works”
- Olympia Arts Walk
- 2016 RCF Sports Initiatives
- Shuruq III: Olympia Arab Festival
- Boycott, Divest, Sanctions (BDS) workshops and activism
- Volunteer & Internship Development
- Fundraising & Development Initiatives

### **MAJOR RESPONSIBILITIES**

- Assist staff in the set-up and maintenance of a new donor database.
- Conduct research on potential donors, strategic partner, and grantors.
- Collaborate with the development committee on a long-term development strategy.
- Draft correspondence, reports, proposals and donor appeals.
- Assist the development committee in planning donor events and other activities.
- Maintain donor files and other development materials.
- Attend committee and staff meetings
- Assist with mailings, filing, and special projects as needed

### **QUALIFICATIONS**

- Demonstrated commitment to the RCF mission;
- Desire to learn more about fundraising and development;
- Desire to work in non-profit setting preferable;
- Excellent written and verbal communication skills;
- Good organizational skills, self-motivated, attention to detail, and the ability to juggle several tasks while meeting deadlines;
- Proficient with Microsoft Office, Google Drive, and/ or databases.

**TO APPLY: Please e-mail your completed Intern Interest Form to [info@rachelcorriefoundation.org](mailto:info@rachelcorriefoundation.org). Upon review, RCF will then contact you for an interview.**