



Development Intern

The Development Intern reports to the Director of Philanthropy or assigned Development team member as appropriate. This is a dynamic position that will play to the intern's particular skill set, providing opportunities for creative contributions. Opportunities exist in areas related to fundraising, event planning, community outreach, planned giving, data analysis, marketing and communications, grant writing, volunteer support and research.

Responsibilities:

- Create and implement a project aligned with their specific areas of interest that meets an identified need in the area of major gifts or planned giving at Tanager Place. Sample projects may include, but are not limited to:
 - Research best practices, work with the team to develop, and implement a plan to increase donor retention across all levels of donors
 - Investigate software for donor prospecting, perform analysis of key donors within the donor database, and facilitate training to staff on how to use software moving forward
 - Develop and implement a marketing plan for donations
 - Create a story bank of client success stories and donor impact stories, including video, social media, and written content
 - Research potential grant opportunities in alignment with agency mission, draft application(s), and submit for funding
 - Design and implement a sustainable marketing and communications project to enhance the agency's storytelling abilities
- Conduct donor research at the request and direction of the staff, and maintain the donor database.
- Assist with logistics for tours and special events.
- Assist in social media and print content creation, website updates, and other communications.
- Perform other support functions as requested.

Qualifications:

Bachelor's Degree in process.
Professional and responsible demeanor.
Strong problem solving skills.
Strong organization and time management skills.
Exceptional interpersonal skills

Database experience is a plus.
Professional writing and communication skills.
Initiative.
Excellent proficiency in Microsoft Office.
Strong creativity and agility

Performance Measurements:

1. Ability to handle donor correspondence professionally and securely.
2. Ability to write, edit and send effective emails and correspondence to donors.
3. Ability to be a team player and protect the mission, goals and values of the organization.
4. Willing to collaborate with colleagues and other departments.
5. Ability to maintain confidentiality of all donor information.

Apply: Please sent cover letter and resume to Melissa Walker at mwalker@tanagerplace.org.

Tanager Place is an Equal Opportunity Employer.
Melissa Walker, Director of Philanthropy

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