



## Development Intern Job Description

<b>Position Title:</b>	Development Intern
<b>Reports to:</b>	Development Officer
<b>Department:</b>	Development and Communications
<b>Classification:</b>	Volunteer Intern
<b>Date:</b>	February 2023
Preterm's mission is to advance reproductive health and justice by providing safe, respectful, and accessible abortion and sexual healthcare.  Abortion is essential to bodily autonomy and gender equity for all people. Providing abortions is a deeply caring and revolutionary act that is part of dismantling oppression and stigma.	

### Position Summary:

The Development Intern will provide support to the Development department and assist with Preterm's fundraising efforts. This internship provides the opportunity for students to learn about nonprofit fundraising, donor stewardship, and data management. **This is a volunteer position beginning in May 2023 through August 2023 working 8-10 hours a week.**

### Duties and Responsibilities:

1. Donation and donor data entry into our Customer Relationship Management (CRM) database, Raiser's Edge
2. Assist with CRM data management including data clean-up, reporting, and queries
3. Support Development Officer in donation acknowledgement process
4. Support staff with stewardship and outreach efforts
5. Support Development Officer with grant writing and reporting
6. Participate in DevComm and one-on-one meetings as needed
7. Participate in off-site fundraising events as needed
8. Other duties as assigned

### Values and Behaviors:

1. Respect
2. Autonomy
3. Empathy
4. Feminism and Intersectionality
5. Excellence with integrity

6. Intentional stewardship

**Job Requirements:**

1. Commitment to reproductive justice and Preterm's mission
2. Must be able to comply with HIPAA rules and regulations
3. Ability to work independently
4. Keen attention to detail
5. Familiarity with Raiser's Edge or other CRM software a plus but not required
6. Familiarity and experience with the donor cycle a plus but not required.

**Education and Experience:**

High school diploma or GED. Some college in related field preferred.

**Working Conditions and Physical Requirements**

- The work environment involves everyday risks or discomforts that require normal safety precautions typical of offices, which includes the need for general safe workplace practices with office equipment and computers, avoidance of trips and falls, and observance of fire regulations.
- Internship is in-person at our office on Shaker Boulevard.
- The noise level in the work environment is usually quiet to moderate.
- This position is performed in an office-setting, so intern must be comfortable sitting for longer periods of time.
- Must be willing to travel to events in the Cleveland area as necessary.
- May have to lift light objects [less than 20 pounds] and carry them short distances [20 feet or less].

**To Apply:**

**Please submit your resume and a brief cover letter explaining your interest in fundraising for abortion care to Alex De Leon, at [adeleon@preterm.org](mailto:adeleon@preterm.org)**

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by an individual working in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.