

<b>Position</b>	Development Intern
<b>General Description</b>	The Development Intern works closely with CADA’s development team to carry out fundraising campaigns, assist with grant writing projects, and participate in event planning.
<b>Location</b>	CADA Mankato location – in person and remote
<b>Reports to</b>	Development and Communications Manager
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Assist with fundraising initiatives, including: annual appeal (direct mail and email solicitations), fundraising campaigns, gift acknowledgement, and stewardship and donor cultivation efforts</li> <li>• Assist with maintaining accurate donor and gift records in CADA’s donor database (eTapestry)</li> <li>• Assist with grant writing process, including: researching funding opportunities, narrative writing, grant reporting, and submission</li> <li>• Assist with planning special events including CADA’s Galentine’s Day Fundraiser, open houses, etc.</li> <li>• Maintain confidentiality of all CADA clients and staff, as well as all agency- and client-related information and business</li> <li>• Promote and uphold CADA’s values of respect, empowerment, safety, diversity and collaboration among clients, staff, and other CADA representatives</li> <li>• Maintain accurate time records and adhere to all agency policies and procedures</li> <li>• Communicate with volunteer manager and site supervisors in a timely and professional manner</li> <li>• Complete other duties as requested</li> </ul>

<p><b>Learning Objectives</b></p>	<p>Upon successful completion of internship, the student will be able to:</p> <ul style="list-style-type: none"> <li>• Research prospective funders</li> <li>• Communicate effectively with a variety of donor audiences including funders, sponsors, and individual donors</li> </ul> <p>Upon successful completion of internship, the student should have a broader knowledge and understanding of:</p> <ul style="list-style-type: none"> <li>• The multiple aspects of a nonprofit development plan</li> <li>• Donor database functions including gift entry, donor communications, and data health</li> <li>• The grant writing process for various funders (governmental agencies, private foundations, and corporate foundations, and community foundations)</li> <li>• Creating and implementing a workplan for a fundraising campaign</li> </ul>
<p><b>Skills and qualifications</b></p>	<ul style="list-style-type: none"> <li>• Comfortable communicating with external partners on behalf of the nonprofit organization</li> <li>• Comfortable using Microsoft Office programs</li> <li>• Possess excellent interpersonal and communication skills</li> <li>• Motivated to lead projects with little direction, and work well independently and as a part of a team</li> <li>• Excellent organizational and time management skills</li> </ul>
<p><b>Selection Criteria</b></p>	<ul style="list-style-type: none"> <li>• Minimum of 120 hour commitment</li> <li>• Seeking students pursuing degrees in: <ul style="list-style-type: none"> <li>○ Nonprofit Leadership</li> <li>○ Business Administration</li> <li>○ Communications or Marketing</li> <li>○ Students from other departments or programs are welcome to apply. Course work in nonprofit leadership, communications, or gender and women’s studies is a plus.</li> </ul> </li> </ul>
<p><b>Training and supervision</b></p>	<p>All direct service interns are required to complete state mandated 40-hour sexual assault advocacy certification training.</p> <p>Students will also complete an internship orientation, as well as on-the-job training specific to their site placement. Students will have regular meetings with site supervisor in order to discuss current projects, provide updates, gain support, and conduct trouble-shooting for any difficulties that may arise.</p>



<b>Time Commitment &amp; Schedule</b>	Individual schedules are created based on the student's availability and CADA's needs and schedule.
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