



Position	Development & Communications Intern
General Description	The Development & Communications intern will work closely with CADA's development team and assist with tasks related to social media, web, and email communications, as well as tasks related to fundraising, event planning, and resource development.
Location	CADA Mankato location
Reports to	Development Director
Key Responsibilities	<ul style="list-style-type: none"> • Provides administrative, research, and logistical support to the development team • Assist in the planning and facilitation of all aspects of a fundraising campaign • Produce high quality communication materials (donor correspondence, reports, promotional and informational materials) from a nonprofit lens using Microsoft Office and web-based programs • Fundraising event planning and support • Maintain confidentiality of all CADA clients, staff, and donors, as well as all agency- and client-related information and business • Promote and uphold CADA's values of respect, empowerment, safety, diversity and collaboration among clients, staff, and other CADA representatives • Maintain accurate time records and adhere to all agency policies and procedures • Communicate with volunteer coordinator and site supervisor in a timely and professional manner • Complete other duties as requested
Learning Objectives	<p>Upon successful completion of internship, the student will be able to:</p> <ul style="list-style-type: none"> • Add promotional and informational materials as well as development related content to portfolio • Communicate with donors and organizational supporters through a variety of channels <p>Upon successful completion of internship, the student should have a broader knowledge and understanding of:</p> <ul style="list-style-type: none"> • Donor stewardship and best practices for communicating with constituents of a nonprofit agency • Best practices for nonprofits relating to development and fundraising and communications with constituents • The daily and ongoing operations of a nonprofit organization

Skills and qualifications	<ul style="list-style-type: none"> • A willingness to share examples of relevant work • Demonstrate superior professional boundaries • Detail-oriented work style • Good time management and an ability to meet deadlines • Excellent written and verbal communication skills • Comfortable working with diverse, disadvantaged, and marginalized populations, and be empathetic and responsive to people in crisis • Motivated to lead projects with little direction, and work well independently • Multilingual skills are a plus
Selection Criteria	<ul style="list-style-type: none"> • Minimum of 120 hour commitment • Seeking students pursuing degrees in: <ul style="list-style-type: none"> ○ Nonprofit leadership ○ Communication studies ○ Mass media or marketing ○ English ○ Business administration ○ Students from other departments or programs are welcome to apply, if they have taken courses focusing on pedagogy, curriculum development, or group facilitation
Training and supervision	<p>Completion of the state mandated 40-hour sexual assault advocacy certification training is highly encouraged.</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>
Time Commitment & Schedule	<p>Individual schedules are created based on the student’s availability and CADA’s needs and schedule.</p>

To apply: Submit internship application, resume, and cover letter to CADA’s Development Support & Volunteer Coordinator: kristenw@cadamn.org