



Hope for Haiti[®]

Fundraising and Development Internship

Internship Job Description

Position Title:	Fundraising and Development Intern							
Revised Date:	January 1, 2012							
Status:	<input type="checkbox"/>	Full Time	<input type="checkbox"/>	Part Time	<input type="checkbox"/>	Contract	<input checked="" type="checkbox"/>	Temporary
Reports to:	Director of Development							

Mission Statement: To improve the quality of life for the Haitian people, particularly children, through education, nutrition, and healthcare.

Internship Description: Hope for Haiti, a Naples, FL-based non-profit, is seeking a qualified and motivated candidate for the role of our Fundraising and Development Intern. The intern will learn essential fundraising, communication, and administrative skills, while contributing to the success of the organization's mission. Candidates wishing to apply should have interest in fundraising and development in a non-profit organization; experience or exposure working or volunteering in a business office environment, and experience interacting or assisting the public in a customer service capacity. Experience using development/fundraising databases is highly desirable.

Job Duties: To support the functions of the Development team within the following project areas:

- Querying/updating information in our donor database Raiser's Edge
- Helping perform research on funding opportunities
- Assisting with general and targeted mailings
- Event preparation and follow-up
- Other projects, as needed.

Qualifications: The successful candidate will be pursuing or have completed a Bachelor's degree (BA or BS) or Master's Degree from an accredited university in International Affairs, Political Science, Fundraising & Development, Marketing, Business, Communications, or Event Planning. Other applicable degrees or professional experience will be considered. Proficiency in Microsoft Office is required (particularly Excel and MS Word mail merge). This individual should be comfortable working both independently as well as part of a team.

Additional Skills & Characteristics:

- Personal commitment to the mission of Hope for Haiti
- Excellent written, oral, and interpersonal communication skills

- Excellent organizational skills and a strong ability to prioritize
- Creative problem solving skills and self-starting abilities
- Excellent computer skills (Word, Excel, and photo editing are a required baseline)
- Extracurricular pursuits that line up with and support academic interests
- Close attention to detail
- Flexibility and patience in outlook and demeanor

Other preferred (but not required) skills:

- Strong foreign language ability, including a proficient background in written and spoken French and/or Haitian Creole
- A demonstrated interest in international development and a familiarity with the main concepts, theories, trends, and challenges in the field
- Previous travel to or work in a developing country
- Cultural/historical knowledge of Haiti and previous travel/work within Haiti
- Prior work with NGOs domestically or abroad is preferable
- Advanced computer skills like web development, use of database programs are a plus (Knowledge of and previous experience with Raiser's Edge Donor Database and Constant Contact).
- Proficient in social media outlets (i.e. Facebook, Twitter, etc...)

Days/hours & duration of job: This position will work approximately 10-20 hrs/week (Spring, Summer, Fall – or full year Interns preferred)

Wage/Salary: Non-paid.

Internship Start Date: Applications are accepted on a rolling basis and positions are available throughout the year.

Internship End Date: Can vary on applicants timetable.

Application Instructions: Please submit a cover letter and resume to Stephanie Jepsen, Director of Development, at stephanie@hopeforhaiti.com. Please note that only candidates chosen for the interview process will be contacted. Visit Hope for Haiti's website, www.hopeforhaiti.com, to learn more about the organization's mission. Thank you for your interest in Hope for Haiti.