



SURVIVORS AND ADVOCATES FOR EMPOWERMENT

Supporting and empowering domestic violence survivors since 1997

Resource Development Intern

Survivors and Advocates for Empowerment (SAFE), Inc. offers a unique intern opportunity in its Development Department for a qualified and motivated individual to assist SAFE's Director of Communications and Development with researching potential donors, devising and implementing fundraising strategies, event planning, and administrative duties. This is a great opportunity to contribute to ending violence in family and dating relationships while learning about development strategies within a small non-profit organization.

Intern Responsibilities:

The Intern will provide day-to-day assistance to the Director of Communications and Development, and assist with special projects, research, data maintenance, individual donor solicitation, grant proposals (foundation, corporate, and government) and event planning.

Specific duties include:

- Research prospective funding sources (foundation, corporate, and individual).
- Help plan at least two major fundraising events.
- Help write and edit outreach and fundraising materials.
- Administrative tasks such as mailings and event logistics, data input and maintenance.
- Other development-related projects as needed.

Time Commitment:

Approximately 15-20 hours per week is desired. Scheduling is flexible and can be determined upon hiring.

Requirements:

Ideal candidates will have knowledge and understanding of issues pertaining to violence against women, a high degree of attention to detail, and some experience in a non-profit environment. Familiarity with the fundraising field and/or communications techniques a plus.

Interested candidates should submit a cover letter and resume to Katy McIntyre, Director of Communications and Development, at kmcintyre@dcsafe.org.



Selected as one of DC's Best Small Charities by The Catalogue for Philanthropy: Greater Washington 2008-09
www.cfp-dc.org

Survivors and Advocates for Empowerment (SAFE), Inc.

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