

Development Assistant Intern

The Development Intern will work to assist the JB Dondolo leadership team to satisfy the administrative and analytical needs of the organization's development work and its ambitious fundraising goals to advance JB Dondolo's impact in key areas of Water, Sanitation and Hygiene (WASH), gender equity, and no poverty. The Intern will assist with preparing philanthropic insights and operating campaigns to help fundraisers achieve its goals. This **volunteer** position represents 2 vacancies. A minimum of 6 hours per week is required for a duration adjustable between 6-12 months.

Responsibilities

- Support leadership with fundraising campaigns, applications, and letters of intent to secure funds for JB Dondolo activities and programs
- Conduct research/landscape analyses and lead discussions/present findings to the team on both existing and potential foundation donors and strategic partners
- Support for donor conference calls/meetings including materials preparation
- Monitor social media channels for fundraising opportunities
- Draft and edit donor communications
- Participate in department and agency all-staff meetings
- Other special projects as needed

Qualifications

- Bachelor's degree or higher in a related field or working towards a related degree
- Intellectually curious and passionate interest, with a track record of demonstrated ability and willingness to learn and apply knowledge to develop new and creative fundraising solutions in the nonprofit sector
- Strong understanding of JB Dondolo key foci landscape, as well as nonprofit fundraising issues and best practices
- Strong attention to detail & analysis with reporting experience is required
- Proficient writing skills in English
- Excellent interpersonal skills with the ability to work individually and with others
- Experience with Microsoft Office including Outlook, Word, Excel & PowerPoint is required
- Strong initiative and motivation
- Other types of interests and skill sets are also welcomed, including the following: project management, grant-writing, database management, communications, marketing and advocacy

How to Apply

Please send a resume/CV and cover letter to team@jbdondolo.org with the subject line: Development Assistant Intern application. Applications are due by March 1st at 11:59:59 PM EST.