



**Title:** Development Intern

**Reports to:** Director of Development

**Position Type:** Volunteer position

**Contact:** Send questions to [info@hopestrong.org](mailto:info@hopestrong.org)

**Duties and Responsibilities:**

- Provide administrative support to department
- Develop and maintain a master file on all current grants with deadlines and reporting dates
- Develop and maintain a master file on all prospective grants with deadlines
- Prepare detailed monthly reports for Director of Development
- Partake in bi-weekly meetings with the HoPe Development Team
- Implement additional projects and tasks as assigned by the Director of Development
- Provide additional support to Director of Development

**Qualifications:**

- College student or young professional
- Demonstrated interest/experience in Fundraising, Project Management, Business Development, Relationship Building, and/or Finance/Accounting
- Outstanding written and verbal communication skills in English required
- Energetic, personable, and creative with an ability to relate well to diverse populations
- Deadline oriented and able to take initiative and work well under pressure
- Strong ability to plan and manage multiple projects with high attention to detail
- Excellent time management skills, organizational skills, and leadership skills
- Work effectively in teams
- Ethical and moral character
- Proficiency in Google Drive (including Docs, Sheets and Calendar), Microsoft Office (including Word, Excel, and PowerPoint), and social media platforms (Facebook, Twitter, YouTube, etc.) required.
- Must be willing to commit for the whole 2020-2021 academic year
- Strong commitment to HoPe's mission and values

**Time Commitment:**

- 4-6 hours per week.