

## Fund Development Intern (2-4 Months)

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### About Seattle CityClub

Seattle CityClub is a nonpartisan, 501(c)(3) nonprofit organization improving the civic health of the Puget Sound region by providing programs that bridge politics, sectors and generations to inform and engage residents and community leaders.

### About the Role

We are looking for an enthusiastic Fund Development Intern with a passion for civic engagement to join our nonprofit organization with programs and events that focus on informing the public about critical issues facing the community, including homelessness, economic growth, housing and social justice. This position will provide administrative support to the Development team to help achieve our goals, including researching local markets for contacts within philanthropic organizations that may want to support our programs and events, data analysis, and improving the accuracy and reliability of our historical donor data.

This is an outstanding opportunity for someone who has a passion for research, data accuracy and working in a fast-paced community based non-profit organization. This is an unpaid position that offers hands-on opportunities in fundraising, corporate development, and special events. We will work with you to ensure the position is eligible for school credit, if desired.

### Responsibilities

- Conduct research on local markets and industries to identify prospective supporters.
- Update historical information in our database and ensure the integrity of all related data/information.
- Support staff with annual and special fundraising campaigns, events, and activities.
- Assist the Development team with special projects as needed.

### Qualifications:

- Strong creative research skills a must.
- Strong organizational skills preferred.
- Experience with databases a must. Strong preference for past Salesforce experience.
- Strong familiarity with Excel preferred.
- Ability to budget time effectively and work on deadline.
- Interest in fundraising, non-profits, civic affairs and community impact.
- Discretion when dealing with sensitive information

### To apply:

Email resume and cover letter to Juli Genovesi, Development Director, at [jgenovesi\(at\)seattlecityclub.org](mailto:jgenovesi@seattlecityclub.org).