

Fund Development Intern (2-4 Months)

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 our community. This position will provide administrative support to the Development team toward achieving our fundraising goals, including creating and assembling materials for prospective donor meetings, developing communications materials for various projects, data analysis and reporting, and event support.

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

Responsibilities

- Assist the Development Team with the execution of annual and special fundraising campaigns, events, and related activities.
- Assist the Development Team and Marketing + Web Manager with special communications/marketing projects as needed.
- Assemble materials and packets for donor meetings and presentations.
- Analyze historical donor data in Salesforce and segment for targeted solicitations.
- Assist with special projects as needed.

Qualifications

Required: Warm, enthusiastic, collaborative individual who enjoys multitasking, working in a fast-paced environment, and consistently delivers high quality work products. Strong creative research and writing skills, with excellent attention to detail. 1-2 years' experience working with databases (preferably with Salesforce). Self-starter who can work independently, as well as on a team, executes projects efficiently, and takes appropriate initiative when necessary.

Preferred: Interest in fundraising, non-profits, civic affairs and community impact. Strong organizational skills, with ability to budget time effectively and execute projects efficiently. Past data mining and analysis experience a strong plus.

To apply

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