Intern, Development (Fundraising) Opportunities-Summer 2015 Internship Opportunities- Washington, DC

The Organization

The American Red Cross exists to provide compassionate care to those in need. The American Red Cross shelters, feeds and provides emotional support to victims of disasters; supplies about 40 percent of the nation’s blood; teaches skills that save lives; provides international humanitarian aid; and supports military members and their families. The Red Cross is a not-for-profit organization that depends on volunteers and the generosity of the American public to perform its mission.

The Internship

The American Red Cross offers exceptional undergraduate and graduate students internship opportunities at our Red Cross national headquarters in Washington, D.C. and in chapters across the country through our Internship Program. Interns are matched with a specific department where they work on advancing critical projects.

The overall aim of the program is to attract a pool of diverse, skilled, enthusiastic young professionals and provide them with an opportunity to build a long-term, substantive life-long relationship with the Red Cross.

The Development Opportunities Internship is an unpaid internship where candidates must be enrolled in a degree program at the time of the internship. The opportunity is based in Washington, DC at our National Headquarters beginning in June 2015.

Basic Qualifications:

- Undergraduate Senior or Masters level candidate pursuing a degree in liberal arts, communications, business or nonprofit management with an active interest in fundraising
- Advanced knowledge of Microsoft Office suite required, particularly Outlook, Word, Excel, PowerPoint and Internet Explorer
- Strong attention to detail
- Excellent written/oral communication and interpersonal skills are essential
- Excellent relationship skills and ability to work cross-functionally
- Ability to work independently and as part of a team
- Must be enrolled in a degree program at the time of the internship

The Development Opportunities Intern reports to the Manager, Development Opportunities.
The Development Opportunities team is responsible for creating and supporting local funding packages for field fundraisers across the United States. The team is looking for someone who can project manage a variety of projects that are in motion simultaneously and support field fundraisers who need guidance on how to use funding packages.

The Development Opportunities Intern will:

Support the Development Opportunities team with project management, editing and reviewing documents, establishing standard operating procedures and answering field fundraiser questions.

**Tasks include:**
1. Tracking multiple projects
2. Creating presentations to educate fundraisers about the funding opportunities.
3. Working with Salesforce, Finance and Development teams to create and implement processes for distribution and stewardship of funding packages.
4. Creating new Standard Operating Procedures for how team interacts with the field fundraisers
5. Supporting foundation and grant management process

This position is ideal for someone who wants to understand the non-profit business from the inside out, who has some fundraising or foundation grant background and likes organizing and managing projects to their completion. Also, they will have a view into, and possibly interact, with many of the business units inside the American Red Cross.

**Internship timeframe:** Summer 2015 (June 2015– August 2015)

**Weekly Internship Hours Required:** min 20 hours week

**TO APPLY FOR THIS POSITION**

To apply for this position, please send an email with your resume (cover letter is suggested) attached to internships@redcross.org with the subject line:

YOUR FULL NAME, Development Opportunities Internship-DC (Summer 2015)

As an Affirmative Action/Equal Opportunity Employer, well-qualified women, minorities, veterans and persons with disabilities are encouraged to apply