



## Fundraising Internship

The Fundraising Intern will work directly with potential and current Pride donors throughout the contract fulfillment process. This internship will give the intern valuable real-world experience in attracting donors and managing contracts. **This person is considered an integral part of the Development Department and as such, their ideas and input will be valued.** The intern will work at least 10 hours per week during semester and around 20 hours the month before the San Diego Pride Parade and Festival. Those hours may be worked in any combination at the discretion of the intern with supervisor approval. Please send your resume and cover letter to [careers@sdpride.org](mailto:careers@sdpride.org).

### Duties and Responsibilities:

- Research potential donors.
- Develop donor call lists to be used by the Development Team.
- Use online tools to track donations
- Ensure contract fulfillment throughout the established agreement terms.
- Collaborate with various departments in coordinating necessary logistics
- Coordinate and manage mailing campaigns
- Other duties as assigned

### Education and Qualifications:

- Currently enrolled in an accredited undergraduate degree program
- Must be organized and detail-oriented
- Possess strong writing skills
- Have the ability to work independently and present oneself in a professional manner
- Proficiency in Microsoft Office and Google Calendars is required.
- Event planning and client management experience is preferred.