



DEVELOPMENT INTERN Job Description

About Apna Ghar, Inc. (Our Home):

Apna Ghar, Inc. (Our Home) provides holistic services and conducts advocacy across immigrant communities to end gender violence. At Apna Ghar we recognize that immigrant survivors of gender violence in the United States face unique challenges, including limited access to legal, social, protective and support services. Apna Ghar provides comprehensive and holistic services to survivors as they begin their journeys of healing and empowerment. We also conduct community education and address systemic barriers that immigrant survivors face. For more information, visit www.apnaghar.org

Position Description:

Apna Ghar seeks a motivated candidate looking to acquire development and fundraising experience. The development intern will have the opportunity to learn about development and fundraising in a nonprofit organization and assist with tasks related to our special events, including Taste for Life, Golf Outing and Stride Against Violence 5K Run/Walk, depending on the timing of the internship. The development intern will report to the Development Manager.

Specific Responsibilities:

- Supporting planning and logistics associated with special events, including:
 - Taste for Life:
 - Assisting with solicitation and tracking in-kind donations for raffle/auction, including sending out mailings and follow up
 - Assisting with restaurant recruitment for participation in the event
 - Assisting with recruitment of volunteers
 - Assisting with promotion of event through online calendars and other avenues
 - Assist with development of social media or emails related to the event
 - Assisting with day of event set up/clean up and volunteer supervision
 - Assisting with printing, materials inventory, and other event set up
 - Golf Outing:
 - Assisting with solicitation and tracking in-kind donations for raffle/auction, including sending out mailings and follow up
 - Assisting with recruitment of volunteers
 - Assisting with promotion of event through other golf course, golf groups, golf magazines or other areas
 - Assist with development of social media or emails related to the event
 - Assisting with day of event set up/clean up and volunteer supervision
 - Assisting with printing, materials inventory, and other event set up
 - Stride Against Violence
 - Assisting with recruitment of vendors, in-kind donations, and volunteers
 - Assisting with promotion of events through race calendars, running clubs, student organizations, gyms, and other opportunities
 - Assist with development of social media or emails related to the event
- Assisting with acknowledgment and follow up of donations related to events
- Other development-related duties as assigned by the Development Manager

Qualifications:

- Excellent oral and written communications.
- Demonstrated success with multi-tasking and juggling multiple priorities.
- Self-starter who takes initiative, highly reliable.
- Good interpersonal skills and attention to detail.
- Desire to learn more about fundraising, philanthropy, and nonprofit special events.
- Knowledge of Microsoft Office applications.
- Experience with databases is a plus.
- Previous experience with nonprofit fundraisers is a plus.
- Ability to interact with people from a wide diversity of backgrounds and cultures.
- Ability to work occasional evenings and weekends.
- A demonstrated commitment to Apna Ghar's mission and values.
- Open to undergraduate, graduate students, or others interested in gaining experience in nonprofit fundraising.

Time Commitment: Position open until filled, requires a 3-6-month commitment with 10 – 20 hours per week preferred. Days/times are flexible.

Compensation: This is an **Unpaid** internship.

How to Apply: Please send a resume, cover letter and writing sample to Ashley Tsuruda, Development Manager at atsuruda@apnaghar.org with Application for Development Intern in the subject line. No phone calls please.