



Internship: Development Intern

The mission of the Down Syndrome Association of Wisconsin (DSAW) is to support families and individuals with Down syndrome through education, information, programs, services, and the exchange of ideas and experiences. For more information, please visit www.dsaw.org.

Position:

Development Intern

Description:

DSAW seeks a dynamic, self-starter to assist development efforts. This internship is an excellent opportunity to experience various aspects of nonprofit fundraising and development, and other aspects of nonprofit management, while working for a well-known nonprofit organization.

Responsibilities:

- Update and maintain DSAW's donor database
- Research new and existing grant opportunities. Provide bi-monthly reports for DSAW's development staff
- Help draft and send grant proposals
- Assist in developing systems to stay in touch with major donors, such as a major donor calendar
- Help DSAW's executive director schedule meetings with DSAW members and donors
- Research and apply for sponsorship opportunities for DSAW events
- Develop DSAW's Sustain 21 Program
- Collaborate with Development & Marketing staff to implement new systems and strategy

Qualifications

- Currently working towards a degree in a related field (Marketing, Communications, English, Business, Management, Social Work)
- Excellent written and oral communication skills, as demonstrated in personal work
- Understands the basic principles of nonprofit fundraising
- Previous experience with nonprofit development is a plus, but not required
- Personal experience with individuals with Down syndrome or other disabilities is a plus, but not required

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- Must be computer literate (Microsoft Office, Google Drive). Experience with donor database programs like Abila and Raiser's Edge preferred, but not required.
- Ability to work well independently with little supervision, but also work well within a team
- Commitment to DSAW's mission

Hours

Negotiable; 10-20 hours per week preferred

Start Date

Position open until filled; 3-6 month commitment

Compensation

This is an unpaid internship

To apply

Please send cover letter, resume, and writing sample executivedirector@dsaw.org