Development Internship

Job Description: The Development Intern will work closely with F2F’s Chief Executive Officer and the Development Coordinator to manage donor research, communication, marketing & grants. This position requires a commitment of at least 10-15 hours per week and comes with a $200 stipend. **SUMMER 2022 Semester May 16th thru July 29th, 2022**

Responsibilities/Main Projects Include:
- Research potential F2F donors & grantors
- Research & compile an F2F Grants prospectus
- Assist with donor, community and partner outreach & communication
- Send out thank yous in a timely fashion
- Curate content for communications pieces (emails, flyers, and PowerPoint presentations)
- Draft email templates for donor communications
- Assist with direct mailing and online communications
- Assist staff in increasing brand awareness

Applicable Skills and Knowledge:
- Strong Microsoft Word and PowerPoint
- Some marketing/branding knowledge preferred
- Strong attention to details required
- Self-starter
- High level of positivity and motivation

Intern Educational Benefits—the Development Intern will learn to:
- Manage and plan projects
- Evaluate information and data, including both linguistic and numerical data
- Write clearly and persuasively for varied audiences
- Use creativity and artistic expression for professional purposes
- Identify and manage the needs of individuals and groups
- Understand fundraising best practices and fundraising strategies
- Use multiple online software programs effectively (Google Suite, Office Suite)
- Multitask, prioritize, and remain flexible in a fast-paced, changing environment
- Interpret and enact detailed, chronological process instructions

Please send a cover letter and resume to Chief Operating Officer January Serda at january@fear2freedom.org.

About Fear 2 Freedom

Our mission at F2F is to help restore hope and dignity to survivors of sexual assault while empowering students and communities to combat sexual violence.

Fear 2 Freedom Location
We are located at 12284 Warwick Blvd., Suite 2H, Newport News, VA 23606 in the Huffman and Huffman Building, directly across the street from CNU’s Ferguson Center for the Arts.