POSITION TITLE: Development Intern  
REPORTS TO: Development Coordinator  
CLASSIFICATION: Intern  
COMPENSATION: $25/hour up to 10 hours a week  
START DATE: Immediately  
END DATE: March 31, 2023  

Do you:  
- Support building an anti-hunger movement in Colorado?  
- Enjoy building relationships with donors?  
- Gain excitement from data entry?  
- Enjoy working as part of a team?  
- Have a keen attention to detail?  

Metro Caring works with our community to meet people’s immediate need for nutritious food while building a movement to sustainably address the root causes of hunger. Metro Caring is the leader and model for food sovereignty and anti-hunger work for Denver and the nation. We believe access to nutritious food is a right, not a privilege. Using a multifaceted approach, Metro Caring is innovative in solving problems related to hunger, with programming offered in Healthy Foods Access, Nutrition Education, and Community Activation. 

Metro Caring seeks a Development Intern to manage and oversee the logistics of the development team. 

- Gather updates on Metro Caring to include in monthly acknowledgement letters  
- Accurately enter donor information and gifts (cash, check, credit card)  
- Help with organizing Development events such as Colorado Gives Day  
- Support our grants program via data entry and infrastructure building projects  

TO APPLY: Send cover letter and resume to development@metrocaring.org. Include “Development Intern” in the subject line. Only those candidates who are selected for interviews will be contacted. No phone calls, please. Metro Caring is an equal opportunity employer. The organization is dedicated to the goal of building a diverse team and we encourage applications from qualified individuals of all backgrounds. Applications will be accepted until positions are filled. 

Development Duties  
- Ensure donor database records are current, accurate, and meet organizational standards  
- Gather updates and highlights on Metro Caring and its teams to include in monthly acknowledgement letters  
- Provide support in executing Development events  
- Ensuring our grant records are up to date in our database  
- Support in developing new grant cultivation and reporting tools  
- Other special projects as needed  

Requirements  
- Full vaccination against COVID-19, including a booster shot, is required for consideration as a Metro Caring intern or employee  
- Proactive, self-motivated, and highly accountable with excellent follow-through skills  
- Ability to manage time and workload effectively, which includes planning, organizing, and prioritizing
- Ability to work with a diverse population
- Ability to work well remotely, independently, highly motivated, and a self-starter
- Ability to be flexible and to balance many different tasks simultaneously
- Proficient with Microsoft Office Suite applications, Salesforce, and database management
- Ability or interest in learning new software

**Education**
- High school diploma, GED, or equivalent

**Opportunities Available**
- Paid work-study available if qualifiable
- Professional development for fundraising and cultivation process
- Potential to transition into long-term employment
- Opportunity to exercise and improve written communication skills
- Make connections with leaders in Denver’s non-profit sector and various other community organizations

**Schedule**
- Up to 10 hours a week
- Flexible schedule
- Hybrid work (In-person and remote)
- Flexible to accommodate school/class scheduling
- Given the ever-changing nature of the COVID-19 pandemic, you may be expected to work from home on occasion.

The Development Intern must be self-motivated, with strong communication and organizational skills. They must be able to keep composure in a stressful environment and possess the ability to juggle multiple priorities and projects and meet deadlines under pressure. They must have a desire to learn on the job and meet any challenge with a positive attitude with the ability to hold yourself and others accountable for reaching goals.

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