



Development Intern

The Elizabeth Dole Foundation is seeking a Development Intern to join our team from June 2021 through November 2021. This position will report to the Development Manager and support the team in with administrative processes, data management, commitment tracking, and donor acquisition efforts.

The successful candidate will learn about the more than 5 million Americans who identify as military and veteran caregivers, and will work with the EDF team to build support and provide resources for that community. They will also be introduced to the operations of non-profit development team and donor engagement, cultivation, and stewardship.

The ideal candidate will be highly motivated, detail-oriented, with strong communication skills and a positive attitude. Awareness of, and experience with, military and veteran caregivers and their families is a plus.

EDF offers paid internships with an expectation of up to 20 hours of work during the summer, with fall hours dependent on the intern's schedule. The internship would be primarily remote through Labor Day 2021, and EDF welcomes candidates based in either the Washington DC area or in Southeastern Virginia. After Labor Day, in-person hours may be an option for a DC-based candidate.

Responsibilities

- Assist with all administrative support for the Development team
- Support the creation of peer-to-peer fundraising campaigns
- Support digital onboarding series creation
- Research donors and potential donors and update EDF's Salesforce database as needed
- Assist the Development team with prospect strategy development
- Assist with processing contributions as needed

To Apply

Submit a resume and cover letter (pdf format preferred) to neil@elizabethdolefoundation.org