

## **Intern Job Description: Development Intern**

### **Mission:**

The North Dakota Autism Center, Inc. (NDAC) is dedicated to helping individuals with autism and other developmental disabilities reach their full potential through excellence in care, therapy, advocacy and support.

### **Internship Guidelines:**

NDAC is seeking a development intern. Candidates should have a passion for the mission. Interns have the opportunity to gain professional experience, playing a lead role in the design and implementation of critical projects, and gaining exposure to every aspect of a dynamic and growing organization.

### **Duties and Responsibilities:**

- Create content for and draft email blasts to donors, supporters and other interested parties
- Monitor and update website content as needed; experience with WordPress a plus
- Assist with the marketing and logistics for events
- Provide support for on-going development activities including grant research and drafting, and program marketing
- Develop social media marketing, recruitment, and event updates for events including Facebook updates, tweets and Instagram posts
- Attend and participate in event related activities and meetings
- Maintain donor and grant databases and files, including calendaring deadlines, logging donations, generating and sending donor acknowledgements, logging donor appreciation efforts
- Support staff with logistics associated with special events, including assisting with creation of invitation list, all logistics, soliciting sponsors, communicating with venue and vendors
- Track and evaluate all development efforts
- Other development projects as assigned

### **Qualifications:**

1. Be responsible, flexible, hard-working, ethical, and committed to the mission
2. Professional, consistent, reliable, proactive
3. Strong interpersonal and communication skills
4. Understand and actively use social media platforms, including, but not limited to, Facebook, Twitter and Instagram
5. Demonstrate interest in nonprofit management and/or working with children
6. Must learn quickly, thrive in an environment with competing demands and quickly changing priorities, and be able to thrive in an environment where team members are given general direction and expected to figure out the details
7. Be skilled at a variety of computer programs, e.g., Microsoft Word, Word Perfect Excel, PowerPoint and Adobe Acrobat are mandatory, experience with Canva a plus
8. Possess solid oral and written communication skills, able to consistently and effectively communicate the mission
9. Possess a high level of organizational skills and be detail oriented
10. Be able to operate standard office equipment (fax, photocopier, etc.)
11. Be able to juggle multiple tasks
12. Possess an interest in a nonprofit career - particularly development and fundraising

**Time commitment:** Minimum of 10 hours per week; minimum 3-month commitment, with 6 months desirable.

**Report to:** Development Director & Development Coordinator

**Compensation:** This is an paid position. There is opportunity for school credit if allowed by the college/university of applicant. Position offers an excellent opportunity to work on substantive projects and can result in a great reference.

**To apply:** E-mail cover letter and resume to Emily Carpenter at [ecarpenter@ndautismcenter.org](mailto:ecarpenter@ndautismcenter.org), with a Re: line of "Application for Development Intern"