

WOMAN, Inc.

Job Description:

DEVELOPMENT INTERN

Position Summary:

The Development Intern supports a range of activities in collaboration with the Development Associate, including correspondence, donor research, gift processing, event planning, appeal mailings, newsletter development, database management and other miscellaneous administrative tasks. This position will provide excellent experience to anyone interested in fundraising and development as a career.

Responsibilities may include:

Development Administration

- Database management and technical support, operating in both SalesForce and Excel
- Provide administrative support to the Development Associate
- Draft and send acknowledgement to donors as needed
- Support special events/site visits; work collaboratively with the Development Associate to manage mailings and coordinate event publicity
- Attend Development/Event Committee meetings

Grants Management

Maintain updated information on deadlines, requests pending, tracking status of all funding applications, progress reports due, personal connections and action items.

Communication

- Assist with the development of key communication collateral (writing, editing and design), including periodic fundraising appeals, annual reports and newsletters.
- Assist with direct mail appeals.

Desired Skills and Qualifications

- Meticulous attention to detail
- Highly organized; experienced in maintaining paper- and electronic-based office systems
- Experience with database navigation/management and mail merges a must
- Advanced proficiency in Microsoft Word and Excel; experience with Photoshop and InDesign helpful
- Strong oral and written communication skills
- Resourceful, independent thinker with ability to problem-solve spontaneously and determine when an issue may require supervisor attention

Compensation & Hours:

Part-time. Ideally, able to work half-time, 15-20 hrs per week (within regular working hours Monday – Friday). This is a volunteer position and is uncompensated. Academic credit may be arranged.

How to Apply:

Email a cover letter, resume, three references to Grace Aroha at funding@womaninc.org

WOMAN, Inc.

Job Description:

ADMINISTRATIVE INTERN

Position Summary:

The Administrative Intern supports a range of activities in collaboration with the Development Associate and Executive Director, including correspondence, photocopying, filing, and other miscellaneous administrative tasks as needed. This position will provide excellent experience to anyone interested in gaining administrative experience with a nonprofit organization.

Responsibilities may include:

- Logging checks and making copies
- Pick up and drop off mail
- General office filing
- Pulling bills for invoices & timesheets and making copies
- Taking keys for duplicating and tracking key distribution in database
- Maintaining inventory of supplies & placing orders for new supplies
- HR-Related correspondence
- Preparing new employee packets
- Helping to keep office & storage areas tidy and organized
- Reconciling credit card receipts with invoices
- Reconciling credit card receipts with invoices
- Assisting with special mailings
- Assisting with special events

Desired Skills and Qualifications

- Excellent attention to detail
- Organized; experienced in maintaining paper- and electronic-based office systems
- Experience with excel spreadsheets a plus
- Good oral and written communication skills
- Open to collaborative team work

Compensation & Hours:

Part-time. Ideally, able to work half-time, 8-10 hrs per week (within regular working hours Monday – Friday). This is a volunteer position and is uncompensated. Academic credit may be arranged.

How to Apply:

Email a letter stating why you would like to intern at WOMAN, Inc., briefly describe any related experience, skills and interests and attach three references to Grace Aroha at funding@womaninc.org