**Title:** Development Intern

**Supervisor:** Development Associate

**Goal of Position:** To assist Centerstone’s Development Associate in raising money to support Centerstone’s programs and services.

**Duties:** The Development Intern will work closely with the Development Associate, assisting him in a variety of tasks including doing research on donors, preparing letters to potential donors, soliciting sponsorships and donations from local businesses for Centerstone’s annual auction, and promoting Centerstone at summer events and festivals.

**Length of Commitment:** 3 months

**Estimated hours:** 4-10 hours a week (flexible)

**Schedule:** Flexible during regular business hours (Monday-Friday 8-5), some optional weekend festivals

**Worksite:** Centerstone offices, various sites throughout Seattle

**Requirements:**

* Exceptional interpersonal skills
* Friendly demeanor and impeccable customer service delivery
* Enthusiasm for Centerstone’s mission
* Ease in using Microsoft Office (World, Excel), familiarity with Google Drive
* Ability to follow directions
* Able to work independently
* Takes initiative
* Age 16 +

**Desired Qualifications:**

* A background in fundraising or marketing
* Experience with auctions and event planning

**Benefits:** This position is a great stepping stone for anyone interested in joining the nonprofit world. Fundraising experience is one of the most desired skills for nonprofits in these tough economic times, and Centerstone is happy to provide a training ground! The Development Intern will work one-on-one with Centerstone’s Development Associate, gaining valuable experience into nonprofit fundraising and event planning. After 3 months of service, a letter of recommendation will be offered to the Development Intern. This is also a great opportunity to familiarize yourself with Seattle-area nonprofits, as many partner organizations will attend or sponsor our event.