



### ***Position: Development Intern***

Baxter Community Center is looking for a self-motivated, energetic intern to join our Development Team next semester! We have been providing programming and services to the Baxter neighborhood for over 50 years, including a nationally accredited Child Development Center, Marketplace food and clothing pantry, as well as an affordable Wholistic Health Center which offers medical and dental care. We're looking to fill a part-time internship position in the Development Department. Baxter offers a positive working environment and hands-on experience in the eTapestry database system, Canva, MailChimp, and grant writing.

### ***Job Summary***

The Development Intern is supervised by the Development Director and will gain real world skills in communication, donor engagement, and event planning.

***Employment Status*** Part-time, Unpaid, and Available for academic credit

### ***Job Functions***

- Database maintenance: complete eTapestry training courses, maintain/update donor profiles
- Donor relations: send outreach mailings to donors by utilizing Microsoft Word and Excel
- Fund development: research new opportunities for funding, draft grant applications
- Professional development: attend Development Team meetings and relevant webinars
- Marketing: draft newsletters for community and donor outreach in Canva
- Event planning: assist in event planning and coordination of sponsorship requests

### ***Essential Competencies Required***

- Culturally Competent
- Flexible/Resilient
- Ability to Multi-Task
- Knowledge, skills, & abilities:
- Ability to communicate effectively, both orally and written
- Ability to work well independently and in a team
- Basic knowledge of Microsoft Word and Excel
- Detail oriented and ability to prioritize
- Strong writing and research skills preferred

### ***Minimum Required Education and Experience***

- Seeking candidate majoring in Communications, English, Public Relations, Public and/or Non-profit Administration

***Interested candidates are requested to send a resume and cover letter to [danielle@baxtercommunitycenter.org](mailto:danielle@baxtercommunitycenter.org).***