



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.