



Internship Position Description Marketing and Development Intern

Marketing and Development Intern

Women for Women International's Marketing and Development Intern will report directly to the Annual Giving Officer and Development Assistant. This position is an excellent opportunity for undergraduate individuals interested in pursuing a career in non-profit development, and learning about the day-to-day workings of an international non-profit. The position is unpaid with academic credit available.

Duties Include:

- *Assist with acknowledgement process
- *Assist with updating of marketing reports
- *Assist with data entry associated with direct mail as needed
- *Assist in writing, proofreading and editing of materials for online and print publication
- *Assist in donor cultivation
- *Assist with research to use in supporter communications
- *Update and maintain direct mail hard and soft copy files
- *Research new funding opportunities and conduct additional research into current funders
- *Assist with the preparation of event materials
- *Assist and serve as a representative of the organization at informational events
- *Maintain the integrity of the database
- *Other duties as assigned

Qualifications:

- *Proficient in Microsoft Office and internet research
- *Detail oriented
- *Must be willing/able to take on tasks with minimal supervision
- *Good organizational skills
- *Willingness to learn
- *Strong editing/writing skills
- *A commitment to Women for Women International's mission and vision
- *Interest in learning the inner workings of a growing non profit

Please send (2) references, a cover letter detailing relevant experience and why you would like to work at Women for Women International

*Reference " Marketing and Development Intern" in the subject line of the email

