



## Development & Communications Internship

### **ORGANIZATION:**

Crescent Cove: A 501c3 registered non-profit whose mission is to provide care and support to children and young adults with a shortened life expectancy, and their families who love them. We are operating the first residential children's respite and hospice home in Minnesota and the Midwest.

[CrescentCove.org](http://CrescentCove.org)

**JOB TITLE:** Development Internship

**REPORTS TO:** Director of Engagement

**LOCATION and HOURS:** Work can be done remotely with a short weekly meeting at: 3440 Beltline Blvd, #207, St. Louis Park, MN 55416. 10-15 hours/per week during the school year and/or 15-20 hours/per week during the summer.

### **RESPONSIBILITIES:**

- Work with the director of engagement on database management to ensure the success of fundraising activities and strong communications
- Perform research tasks including, but not limited to, building donor lists and mailing lists, and creating best practices to track communication preferences
- Assist with administrative, logistical, and planning functions of special events
- Assist with producing the monthly e-newsletter and creating on-going donor communications
- Help create and manage a new stewardship program
- Perform administrative work, such as processing thank you letters
- Other duties as requested

### **QUALIFICATIONS:**

- Must be a self-starter with a genuine interest in learning about fundraising and/or non-profits
- The ability to manage time and projects with self-direction is critical to this position
- Undergraduate or graduate degree being pursued
- Excellent oral and written communication skills
- Proven skills in research, organization, prioritization, time management, and attention to detail
- Proficiency in Microsoft Office software packages
- Knowledge of HTML and CRM systems
- Must be available to attend events, or represent Crescent Cove at conferences or events, which includes night and weekend activities

**SALARY:** This position is unpaid. Outcomes of the position will be to gain a deeper understanding into a development operation for a non-profit, as well as experience hands on training in the areas of development research, communications, and overall skills needed to thrive in a development operation. Individuals will be part of the team that is bringing much needed respite care to families with children facing a shortened life expectancy and will meet extraordinary individuals.

**START DATE:**

To be determined with individual selected, but would be mid-May to coincide with the summer break for college students. End dates will be flexible. Send cover letter (including why you are interested in working with Crescent Cove) and resume to [Tara.Anderson@crescentcove.org](mailto:Tara.Anderson@crescentcove.org) with "Development internship" in the subject.