Position: Nonprofit Development Internship

Organization: ROSE Community Development

Duration of Internship: (Dates flexible – longer commitment preferable)

Location: Portland, Oregon

Areas of Focus: Fundraising, fund development, outreach, writing, database management

Application Deadline: 

Hours Per Week: 5 (partial remote work is ok)

Compensation: Non-paid (may be eligible for college credit)

POSITION OVERVIEW

ROSE Community Development is focused on the Revitalization of Outer SouthEast Portland, through the development of affordable housing, community programs, and local economic development initiatives. We are looking for a Nonprofit Development Intern, with interests and skills in fundraising, nonprofits, outreach, connecting people with causes, and who is passionate about creating better neighborhoods and opportunities for low-income communities in outer SE Portland. The position will assist with: creating and promoting ROSE Fundraising campaigns (such as the Willamette Week Give Guide!, appeal mailings, helping prepare for fundraising events (such as ROSE’s annual Donor Breakfast), researching prospective donors, data entry into Donor database, a special project focused on reaching Millennials and college students with ROSE fundraising campaigns.

PRIMARY RESPONSIBILITIES AND TASKS

• Assist with Fundraising support, including: data entry, research, outreach, strategy, fundraising event preparation, and writing.

• Work with the Development Director on fundraising strategies and goals (researching to identify possible new donors, new opportunities, etc.), reaching Millennials and college students with fundraising campaigns, partnering with local businesses for fundraising campaigns.

• Help create fundraising presentations, focused on presenting ROSE’s mission, projects, and needs

• Help with thanking donors and sponsors with thank you letters, cards, and phone calls.

• Work with staff and board members to grow ROSE’s supporter base and list of potential donors.

QUALIFICATIONS

The ideal candidate will:

• Hold minimum sophomore-level university standing
• Be a self-starter who is able to take responsibility for projects and work independently
• Have excellent written and oral communication skills
• Be outgoing, comfortable talking to individuals and groups, a “people person.”
• Be creative, positive, passionate, and friendly
• Be interested in community development and social justice
• Have existing relationships with PSU student groups, or interest in developing
• Have experience with data entry
• Have interests and skills in nonprofits, fundraising, marketing, and business
• Have interests and knowledge of outer SE Portland neighborhoods, groups, and issues.
• Have flexibility in schedule

Previous fundraising, community outreach or community development experience and background a plus.
Preference will be given to candidates interested in a longer time commitment (6 months or longer).

PAY & BENEFITS
This is a non-paid internship; however it may be eligible for college credit. (Please make sure to check with your university)
A recommendation letter and a “career coaching session” will be provided at the end of the internship term - provided the responsibilities are completed professionally and accurately.

APPLICATION MATERIALS

• Cover Letter
• Resume/CV
• Two (2) references

Email all application materials and any questions to: kristian@rosecdc.org
Please include: “Development Intern Position” in the subject line.