



Development Intern Job Description

Purpose/Objective: Join a Director of Development, Donor Relations Specialist, Grant Specialist and Media Communications Specialist; for a well-rounded introduction into nonprofit development work. The Development Team Intern will support fundraising efforts, grant research, creation of marketing materials, and social media content planning. In return, Urban Ministries of Wake County will provide an opportunity for the intern to gain valuable, real work experience in an office- setting.

Location: UMWC 1390 Capital Blvd. Raleigh, NC 27603

Key Responsibilities: (Includes but not limited to)

- Learning grant writing
- Grant and funding research
- Researching and/or outreach to potential partners
- Help with content generation for social media and a blog
- Assist in database management
- Participate in a resume review and career coaching session

Skills & Interests: This internship is perfect for someone majoring in public administration, communications, social work, public relations or public health. Also, anyone studying or looking to learn more about humanitarian crisis efforts and non-profit business structure.

Time Commitment: The intern will work 4-8 hours per week (Tuesdays and/or Thursdays) between the hours of 9:00 am and 3:00 pm. The exact schedule is flexible based upon the applicants availability.

Intern Supervisor: Urban Ministries staff member: Donor Relations Specialist