



## **DEVELOPMENT INTERNSHIP – Fall Semester 2019**

Public Justice, a national, cutting-edge litigation and public advocacy organization, seeks a smart, energetic, highly-organized, and extremely efficient Development Intern in its Washington, DC office.

The Development Team supports the organization by building and cultivating relationships with donors, including law firms, foundations, and individuals to support the organization's work. The team works to identify, solicit, steward, and renew funding relationships with existing donors while playing an important role in identifying and successfully soliciting prospective donors for support of current and future work.

We are seeking undergraduate students or recent graduates looking for fundraising, non-profit, and advocacy experience. Through this internship you will gain valuable experience in fundraising, donor stewardship, prospect research and much more. The ideal candidate for this position is a self-starter, with strong verbal and written communications skills, and a keen interest in the nonprofit sector.

### **Job Responsibilities:**

- Research potential prospective donors and issue areas;
- Draft funder correspondence and other written materials as needed (including mass email updates, appeal letters, etc.);
- Audit and update donor records in internal database (Donor Perfect Online);
- Provide backup administrative support to other development staff when necessary;
- Perform all other administrative and clerical duties as assigned.

### **Requirements and Qualifications:**

- Reliability, punctuality, and self-motivation;
- Strong skills with Microsoft Office Suite, primarily Word, Excel, and Outlook;
- Excellent organizational skills and impeccable attention to detail;
- Ability to quickly learn new software and other technological skills;
- Ability to multitask efficiently and work well under pressure;
- Good judgment and ability to maintain confidential information;
- Team player spirit, good sense of humor and ability to get along well with others;
- Interest in advancing justice for all.

**This is a paid position.** We are seeking a candidate who can begin after Labor Day and be with us full-time through mid-December.

**How to Apply:** Please send a cover letter along with your resume to Deputy Director of Development, Tommy Wrenn at [twrenn@publicjustice.net](mailto:twrenn@publicjustice.net). No phone calls please.

For more information about Public Justice, please visit our website: <http://www.publicjustice.net>.

**Public Justice values and promotes diversity. We invite applications from candidates regardless of race, gender, national origin, sexual orientation, age or disability.**