Development & Fundraising Intern

Status: Part-Time

OVERVIEW

The Auditory Verbal Center (AVC) is seeking a motivated, organized, and detail-oriented **Development & Fundraising Intern** to support the Development & Outreach Director, Marketing & Events Director, and Executive Director/CEO. This internship is ideal for a student or emerging professional interested in nonprofit development, fundraising, donor relations, event planning, and community engagement.

The Development & Fundraising Intern plays an important role in advancing AVC's mission by supporting fundraising initiatives, cultivating donor relationships, coordinating special events, and assisting with development operations. This position offers valuable, hands-on experience in nonprofit fundraising while providing meaningful opportunities to contribute to an organization that transforms the lives of children and adults with hearing loss.

KEY RESPONSIBILITIES

Fundraising & Donor Engagement

- Assist with donation solicitations and acknowledgments for fundraising initiatives, including silent and live auctions, raffles, sponsorships, and event gift bags.
- Conduct donor outreach through phone calls, emails, and mailings to update contact information, cultivate relationships, and encourage ongoing engagement.
- Research prospective donors, sponsors, and in-kind donation opportunities.

Donor Relations & Database Management

- Enter, update, and maintain accurate donor and prospect records within the donor CRM database.
- Assist with gift processing and tracking.
- Prepare, process, and mail donor acknowledgment letters and stewardship communications.
- Help ensure donor records remain current and organized.

Events & Community Engagement

- Assist with planning and execution of fundraising events, donor appreciation activities, and community outreach initiatives.
- Help recruit attendees, sponsors, volunteers, and supporters for fundraising events and organizational programs.
- Coordinate meeting schedules and assist with donor tours and site visits.
- Prepare meeting materials and ensure conference rooms and tour spaces are welcoming and presentation-ready.

Administrative Support

- Provide general administrative support to the Development & Outreach, Marketing, and Executive teams.
- Collaborate across departments to support organizational initiatives and special projects.
- Perform other related duties as assigned.

QUALIFICATIONS

- High school diploma or equivalent required; current college student or recent graduate preferred.
- Interest in nonprofit management, fundraising, communications, marketing, public relations, business, or a related field.
- Strong organizational skills with exceptional attention to detail.
- Excellent written, verbal, and interpersonal communication skills.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook)
- Ability to manage multiple projects, prioritize responsibilities, and work both independently and collaboratively.
- Comfortable communicating with donors, sponsors, and community partners in a professional and confident manner.
- Positive attitude, strong work ethic, reliability, and willingness to learn.

SCHEDULE

- Part-time internship
- Flexible scheduling designed to accommodate class schedules

WHAT YOU'LL GAIN

- Hands-on experience in nonprofit fundraising, donor stewardship, and event planning
- Exposure to nonprofit leadership and organizational operations
- Experience using donor management software and fundraising best practices
- Opportunities to build professional communication, project management, and relationship-building skills
- The chance to make a meaningful impact on the lives of children and adults with hearing loss while supporting a mission-driven organization