



NON-PROFIT DEVELOPMENT INTERNSHIP

Internship Description: Partners for World Health is looking for undergraduate, graduate students or recent graduates who have excellent oral and written skills, are able to communicate effectively, are well organized, able to work independently, have a positive attitude, and enjoy collaborating with a team in a dynamic work environment.

The internship program is designed to provide students with an educational experience that complements their academic studies. Interns will have an opportunity to participate in the daily work and operations of a nonprofit from a development standpoint.

Responsibilities include:

- Assisting in the cultivation and solicitation of major and planned gifts by coordinating with the President, Director of Operations, and Board of Directors under the direction of the Development and Communications Manager to manage a portfolio of 25-50 major or planned giving prospects.
- Research prospective donors.
- Build, track, and support donation increases
- Track communications with donors
- Debrief with Staff and Committee Members
- Assist in developing proposals
- Create and support intimate cultivation events to steward prospects and donors
- Assists in identifying Foundation Prospects, builds a calendar of Letter of Intent and Solicitation due dates, research trustees and PWH board connections.

Qualifications:

- Undergraduate, graduate students or recent graduates
- Creative and thinks outside the box
- Numerate & analytical
- Has strong critical thinking skills
- Skilled using spreadsheets
- Familiar with databases
- Strong written and verbal communication
- Attention to detail
- Ability to multitask in a fast-paced environment
- Well-organized, with a demonstrated ability to proactively complete tasks with minimal



supervision

- Ability to coordinate and prioritize multiple projects simultaneously
- Strong work ethic and commitment to at least 16 hours per week
- Passion for the PWH mission

Commitment:

The internship runs from late **August - December** and late **January - May** (dates are flexible according to your term schedule).

Part-time (minimum of 16 hours/week) or Full-time (maximum of 40 hours/week), Tuesday through Saturday.

This is an unpaid, in-person, internship located at **40 Walch Drive, Portland, Maine.**

Application:

Applications are considered on a rolling basis. Apply early for best consideration!

PWH is happy to discuss with students looking to fulfill their practicum requirements.

To apply: Submit a **cover letter** and **resume** to Kali Focht (kali@partnersforworldhealth.org)