



DEVELOPMENT INTERN

The National Immigration Forum seeks a self-starting, **full- or part-time** Development intern for Fall 2015 to assist our Development team. The Development intern helps manage our donor/funder relationships and systems. He/she will gain experience and insight on how a growing nonprofit organization secures the resources that allows it to pursue its mission. The Development intern will have the opportunity to work on a variety of projects, which may include:

- Conducting prospect research;
- Helping to prepare foundation grant applications and reports;
- Using our Salesforce database to track prospects, donations, contacts and grants;
- Supporting the creation of donor appeals, including social media and online messaging; and
- Helping with logistics and planning of our annual event *Keepers of the American Dream*.

Qualifications:

- Strong attention to detail
- A passion for immigrants' rights and immigration reform
- Excellent written, oral and interpersonal communication skills
- Knowledge of Microsoft Word and Excel
- Bachelor's degree or current enrollment in an undergraduate or graduate program, preferably in communications, political science, international relations or a related field
- Graphic design experience or knowledge is a plus
- Knowledge of Salesforce a plus

To Apply:

Please send a cover letter, resume, and writing sample to jmaerz@immigrationforum.org. Please note that this is an unpaid internship. Writing sample should be no longer than three pages. An article, press release or similar type of communications writing sample is preferred.

Applications submitted without a cover letter, resume and writing sample will not be considered. Please note that due to the volume of applications we receive, we are able to respond only to those applicants whom we are interested in interviewing. No phone calls please.

About the Organization:

The National Immigration Forum works to promote responsible immigration policies — ones that honor our Founding Fathers' commitment to an open society and also address today's economic and national security needs. Leveraging our policy, education and communications expertise, the Forum works for comprehensive immigration reform and also engages in day-to-day problems related to civil rights, border security, deportation, naturalization and integration, and family unity.

Equal opportunity employer.