



DEVELOPMENT INTERN

The National Immigration Forum seeks a self-starting, **full- or part-time** Development intern 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 events.

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, marketing, 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 development@immigrationforum.org with "Development Internship Application" in the subject line. 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 advocates for the value of immigrants and immigration to the nation. For over 30 years, the Forum has worked to advance sound federal immigration solutions through its policy expertise, communications outreach and coalition building work, which forges powerful alliances of diverse constituencies across the country to build consensus on the important role of immigrants in America. For more information about the Forum visit our website at <https://immigrationforum.org/>

Equal opportunity employer.