



Development Internship

Organization:

Founded in 1994, Global Partnerships (GP) is a nonprofit social investor whose mission is to expand opportunity for people living in poverty. We invest in and develop sustainable solutions to help impoverished people in Latin America earn a living and improve their lives, including microcredit, basic health care, business education, technical assistance for farmers and green technology. To date GP has had more than \$36 million invested in eight countries, positively affecting the lives of more than 250,000 people.

Internship:

GP is seeking a Development Intern to work 10-15 hours a week beginning in early January through June 2012, with the opportunity to continue. This is an unpaid internship, but the hours are flexible. Internship hours take place in our downtown Seattle office.

Working closely with the Development team and reporting to two key directors, the lucky candidate will have the opportunity to develop a range of skills related to fundraising in a dynamic, growing international nonprofit. This is a vital position that is integral to the success of the fundraising team, with work activities ranging from high-level and critical responsibilities to tedious, yet essential tasks. We seek a positive, pro-active, can-do individual who is passionate about our mission, has an interest in non-profit fundraising, and is eager to contribute to a team that is forwarding GP's mission.

Key responsibilities:

- Conduct research on prospective and current major donors
- Analyze research results and compile prospect reports for relationship managers
- Build new donor prospect lists and create new, accurate constituent records
- Provide general support to two key development staff
- Perform administrative functions for development activities
- Assist with fundraising event logistics, planning and execution
- Assist with stewardship activities, including personal phone calls to donors

Skills / Qualifications / Experience:

- Highly organized, detail-oriented project manager who thrives on multi-tasking
- Excellent research, writing, analysis and verbal communication skills
- People person with outstanding customer service skills (donor relations)
- Proficiency with MS Office required
- Experience with database management and entry; knowledge of Raisers Edge a plus
- Experience working or volunteering in a non-profit setting a plus

To apply: Please send a brief email outlining your interest and your resume to Heidi Thomson at htomson@globalpartnerships.org by **Monday November 22, 2011**. No phone calls please.