

Development Specialist Internship Description

Position Summary: FreeState Justice seeks an energetic, organized, and detail-oriented specialist in Development. The Development Specialist will work directly under the supervision of the Development Director to identify ways to support various aspects of development and fundraising at FreeState, including database management, grant reporting, and special events. This position is project-based and focused on time-sensitive needs of the department. Qualified candidates will possess strong organizational skills, be committed to serving low-income LGBTQ+ people, be committed to using an intersectional lens, and possess skills outlined in the work description.

Location: Maryland location preferred; remote is acceptable.

Supervisor: Development Director

Schedule: This intern can expect to dedicate 10-20 hours per week on a flexible schedule.

Responsibilities: This intern will be responsible for:

- Conduct ongoing research of foundations, corporations, law firms, and individual donors; identify new donors to approach, prepare written materials for donor meetings;
- Assist drafting, compiling, and editing grant reports, grant proposals, donor publications, donor thank you letters, and other written materials as assigned;
- Support data management operations through data entry to track donations and update donor records and interactions;
- Assist with planning virtual fundraising events.
- Support Development Director and Executive Director as requested.

Qualifications: An ideal candidate will possess the following qualities:

- Deep understanding of issues that affect lesbian, gay, bisexual, transgender, and queer communities, especially those who are youth, low-income, or Black, Indigenous, and other communities of color;
- Interest in non-profit management, fundraising and development, general business administration, marketing/communications, or related fields;
- Strong verbal, written, and interpersonal communication skills;
- Analytical skills with an eye for quality;
- Strong attention to detail;
- Database experience preferred;
- Proficiency with Microsoft Office Suite;
- A passion for getting and staying organized;
- Systems-oriented thinking

- Complex problem-solving skills;
- Ability to multi-task in a fast-paced environment;
- Strong time management skills;
- Self-motivated individual who takes initiative;
- Ability to work independently and as a part of a team.

Skills Gained through this internship:

Networking, donor relations, institutional giving, community building, subject matter expertise in LGBTQIA+ topics, oral and written communication skills, data management strategy, form development, information technology strategy, non-profit operations.

Compensation: This is an unpaid internship. We are willing to collaborate with interested individuals to secure external funding, course credit, or recognize work as an in-kind service donation.

Application Process:

Resumes, a brief cover letter, and 500-word writing sample of your choice should be submitted through our online internship application form located [here](#). Applications will be accepted, reviewed, and selected on a rolling basis unless otherwise noted on the online application form.

Transgender people, disabled people, Spanish speakers, low-income and upwardly mobile people, people of color, especially Black & Indigenous folk, are strongly encouraged to apply. Current or former Maryland residents are strongly encouraged to apply.

Equal Opportunity Employer: FreeState Justice is an equal opportunity employer and does not discriminate on the basis of sex, sexual orientation, gender identity or expression, race, ethnicity, national origin, religion, disability, HIV status, or any other status protected by applicable law.