



<b>JOB TITLE:</b>	Donor Relations Intern
<b>REPORTS TO:</b>	Senior Donor Relations Strategist
<b>DEPARTMENT:</b>	Public and Donor Relations
<b>FLSA STATUS:</b>	Non-Exempt
<b>EXPERIENCE:</b>	Entry Level
<b>LOCATION:</b>	Columbus
<b>START DATE:</b>	August 2025

## **POSITION SUMMARY**

The ACLU of Ohio is searching for a self-motivated, detail-oriented, enthusiastic individual who is excited to learn the ins and outs of raising money for a mission focused- civil liberties/civil rights/racial and social justice statewide non-profit. Prior experience with donor relations and fundraising is not required. Success in this role requires strong organizational skills, the ability to prioritize, clear and effective verbal and written communications, discretion, and a strong belief in the ACLU of Ohio's work and mission. The successful candidate will support programs and activities to raise funds for the ACLU while assisting with strengthening the organization's relationships with its supporters. Occasional travel is required, along with some evening and weekend work, with advanced notice. This position is based in Columbus and requires reporting in person to the office at least one day each week.

**SALARY: \$17/Hour; 10-15 hours per week**

## **RESPONSIBILITIES**

### **Support the Donor Relations Department**

- Assist with fundraising mailings and filing.
- Assist in planning donor events and other activities.
- Contribute to data hygiene projects.

### **Assist in coordinating communications strategies to convey the mission, policies, and advocacy efforts to ACLU supporters**

- Contribute to writing donor acknowledgment letters, print communications, and donor cultivation pieces.
- Assist in creating donor relations reports/written materials including online content and email updates.
- Staff special events and speaking engagements as needed.
- Public Relations projects as assigned

### **Assist with programmatic work**

- Provide office materials support, including printing supplementary materials, tracking paper stock, etc., and ensure materials are prepared for volunteers regularly
- Set up and staff volunteer opportunities
- Attend and staff off-site educational and outreach events (some evenings/weekends)

## **MINIMUM QUALIFICATIONS**

- Demonstrated writing, research, and organizational skills
- Proficiency in Microsoft Office
- Commitment to civil liberties and equality for all
- Ability to work in-person once a week in either the Columbus office or Cleveland office

## **ADDITIONAL DESIRABLE QUALIFICATIONS:**

- Self-motivated and detail-oriented with a strong work ethic and willingness to learn
- Dependability, flexibility, and ability to maintain confidentiality
- Awareness of local social justice issues and current events and news

The ACLU is an equal opportunity employer. We value a diverse workforce and an inclusive culture. The ACLU encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, veteran status and record of arrest or conviction, or any other characteristic protected by applicable law. Black people, Indigenous people, people of color; lesbian, gay, bisexual, transgender, queer, and intersex people; women; people with disabilities, protected veterans, and formerly incarcerated individuals are all strongly encouraged to apply.