



JOB TITLE: Development Intern
REPORTS TO: Development Director
DEPARTMENT: Development
FLSA STATUS: Non-Exempt
EXPERIENCE: Entry Level
LOCATION: Columbus/Cleveland
START DATE: August 2024

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 development 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 can be based in Columbus or Cleveland and requires reporting in person to the office at least one day each week.

SALARY: \$17/Hour; 15-20 hours per week

RESPONSIBILITIES

Support the Development Department and members of the Leadership Team

- Assist with development 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 development department reports/written materials including online content and email updates.
- Staff special events and speaking engagements as needed.

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

- Writing, research, and organizational skills
- Proficiency in Microsoft Office
- Commitment to civil liberties and equality for all
- Be able to meet in-person once a week in 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