



**JOB TITLE:** Development Intern  
**REPORTS TO:** Development Director  
**DEPARTMENT:** Development  
**LOCATION:** Columbus/Cleveland  
**DATE:** August 22, 2023

#### **POSITION SUMMARY:**

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-OH's work and mission. Support programs and activities to raise funds for the ACLU while assisting with strengthening the organization's relationships with its supporters. It occasionally will require travel, evening, and weekend work with advanced notice. This position can be based in Columbus or Cleveland and will be required to report in person weekly.

#### **COMPENSATION**

Academic/Course Credit or

Hourly Pay: \$17/hour; 15-20 hours per week

#### **RESPONSIBILITIES:**

##### **Support the development department and department leadership**

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

##### **Assist in crafting communication strategies that convey to supporters the ACLU's mission, policies, and advocacy efforts**

- Contribute to writing donor acknowledgment letters, print communications, and donor cultivation pieces.
- Assist with creating development department reports and written materials including online content and email updates.
- Staff special events and speaking engagements as needed.

##### **Assist with statewide campaigns**

- Provide office materials support, including printing supplementary materials, tracking inventory (i.e. paper stock, etc.), and ensure materials are prepared for volunteers regularly
- Set up and staff in-house ballot volunteer opportunities
- Attend and staff off-site signature collection, educational and outreach events, may include evening and weekend hours

#### **MINIMUM QUALIFICATIONS:**

- Demonstrated ability to write clear, persuasive conversational communications;
- Demonstrated ability to conduct thorough, accurate, timely research
- Proven organizational skills including time management, project prioritization, and effective communication internally with team members; externally with donors and coalition partners
- Proficiency in Microsoft Office
- Commitment to the mission and goals of the ACLU – civil liberties/civil rights, racial/social equity, and advocacy for an equitable, diverse, inclusive society where all have a sense of belonging
- Work in-person in office at least one day each week
- Proven dependability, flexibility, and ability to maintain confidentiality

#### **DESIRABLE QUALIFICATIONS:**

- Self-motivated and detail-oriented with a strong work ethic and willingness to learn
- Awareness of local social justice issues and current events and news

## OTHER

- The ACLU of Ohio has adopted a hybrid in-office/remote work model where team members have the option to alternate between working in-office or remotely. Reliable access to high-speed internet and a mobile phone are requirements for employment.
- A college degree is not required; an eagerness to learn is.
- History of incarceration is not a bar to consideration for the position.
- The ACLU of Ohio is committed to ensuring the health and safety of our team members. All employees must be fully vaccinated and boosted for COVID-19. Verification of COVID-19 vaccination, or progress toward vaccination, is required prior to the start of employment.

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.