



INTERNSHIP:	Development Department
REPORTS TO:	Development Officer – Central/Southern Ohio
DEPARTMENT:	Development
LOCATION:	Columbus
START/END DATE:	Fall 2022 – Summer 2023
AVAILABLE SLOTS:	One (1)

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. Requires occasional travel, evening, and weekend work with advanced notice. This internship is based in Columbus and requires in-person weekly meetings and check-ins.

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 with the coordination of 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 with creating development department reports and written materials including online content and email updates.
- Staff special events and speaking engagements as needed.

Assist with Divine 9 outreach program

- Identify alumnae groups and coordinate outreach efforts.
- Assist in event planning and staffing during engagement events.
- Relationship mapping to support staff and board members with outreach
- General assistance with building outreach program and tracking interactions

MINIMUM QUALIFICATIONS:

- Excellent 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 (German Village) or an agreed meeting location

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

ESSENTIAL FUNCTIONS:

- Ability to work 15-20 hours per week
- Communicating effectively with people in person, and via telephone, and email
- Using a computer to create written communication