



## DEVELOPMENT INTERN

The internship spans a range of responsibilities in the Development department including managing and cultivating relationships with donors, maintaining records, contributing to research projects, and coordinating with volunteers.

### JOB DUTIES

---

- Donor Management using our CRM platform
- Send thank yous, receipts, and other donor notes
- Research potential donors
- Help organize fundraising events

### SKILLS REQUIRED

---

- Strong writing and research skills
- Detail oriented
- Strong interpersonal skills
- Ability to multitask

Send your resume to [info@conmimadre.org](mailto:info@conmimadre.org)

The position will be part-time (10-20 hours/week) and is unpaid.

Academic credit can be arranged.

Prior intern experience not required