



## Girls Incorporated of Chattanooga® Intern Announcement

### Development Intern

The Development and Communications Department at Girls Incorporated seeks an UNPAID part-time intern for 20-25 hours/week during the fall semester. This position reports directly to the Director of Development and Communications and is responsible for assisting with all fund development functions for the organization. This is an excellent opportunity to gain first-hand experience in development and fundraising, create a professional-level portfolio, network with other non-profit professionals and attend trainings when possible.

This position will:

- Assist with grant writing
- Research potential grants and data needed for grant proposals
- Maintain donor database
- Assist in processing donations and writing acknowledgement letters
- Assist with donor management software
- Assist with special events:
  - Blasts Off!—Friday, September 26
  - Kick It for Girls Kickball Tournament—Saturday, October 18
  - Girls Inc. Regional Conference—Thursday-Saturday, November 6-8
- Work with administrative assistant to maintain donor and grant files
- Write articles for newsletter
- Assist with mailings to donors and Girls Inc. supporters
- Research and plan spring fundraising events and assist in cultivating corporate donors
- Other administrative tasks as needed

Requirements:

- Excellent writing skills
- Enthusiasm for special event planning
- Strong research and brainstorming skills
- Interest in non-profit fund development
- Detail-oriented
- Creative
- Able to multi-task and work in a fast-paced environment
- Knowledge of HTML or technology is helpful

Girls Incorporated<sup>®</sup> of Chattanooga is a non-profit organization that was founded in 1961 to support the needs of all girls by educating them to take risks, to speak their minds, to advocate healthy lifestyle choices, to protect their rights and to strive for academic excellence. Our mission is to inspire all girls to be strong, smart, and bold by providing a healthy and positive environment where girls can enjoy being girls; by providing enriching programs that nurture their capacity for personal achievement, confident adulthood, and economic independence; and by advocating for an equitable society.

Girls Incorporated of Chattanooga is committed to diversity and to providing equal opportunities for all the girls we serve. In addition, it is our philosophy and policy to treat employees and applicants for employment fairly and without regard to race, sex, religion, color, national origin, ancestry, physical and mental disability, pregnancy, marital status, age, sexual orientation, political belief, gender identity, HIV status or other non-job-related factor, as required and defined by law.

Submit your resume and cover letter to [aroyer@girlsincofchatt.org](mailto:aroyer@girlsincofchatt.org).