###

### **TITLE:** Development Intern

**REPORTS TO:** Director of Development

**FSLA DESIGNATION:** Unpaid Internship

**ADOPTION DATE:** April 2025

### **GENERAL DESCRIPTION:**

The Development Intern position at CARE Humane Society offers a hands-on opportunity to support fundraising, donor engagement, and outreach initiatives. This internship includes both in-person and remote work. Interns will assist with planning campaigns, donor communication, event support, and the creation of marketing materials.

**This is an unpaid internship** designed to provide resume-building experience and may qualify for academic credit depending on your school’s policies.

### **REQUIREMENTS:**

* Minimum of 10 hours per week
* Must be at least 18 years of age

### **DUTIES:**

* Assist with planning and implementing donor outreach and fundraising campaigns
* Help build and maintain donor relationships
* Draft thank-you notes, emails, and campaign materials
* Support in-person and virtual event logistics
* Collaborate with marketing and shelter staff on materials and messaging
* Attend weekly check-ins with the Director of Development
* Take initiative on additional projects as needed

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### **QUALITIES/ABILITIES NEEDED:**

* Strong writing and communication skills
* Professional and enthusiastic attitude
* Highly self-motivated and organized
* Passion for animal welfare and nonprofit work

**APPROVALS**

**Executive Director: Date:**

**This job description replaces the job description dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**