



## **Development Internship (Part Time/Unpaid Internship)**

### **Meals On Wheels Atlanta**

**REPORTS TO:** Senior Director of Development

**WORK HOURS:** Flexible hours between Monday – Friday,

#### **JOB DESCRIPTION:**

Meals On Wheels Atlanta is seeking an energetic, highly-motivated individual to join our team as a Development Intern. The Development Intern will provide general support in all areas of fundraising (events, grants, individual giving, communications, research, etc). This is a great opportunity for someone who is seeking a career in nonprofit and who wants to gain a deeper understanding of resource development and nonprofit sustainability. This is an unpaid, part-time position for registered college/university students.

#### **DEVELOPMENT INTERN RESPONSIBILITIES INCLUDE:**

- Supporting special events
- Researching corporate and grant funding opportunities
- Writing narrative/copy for grants and communications
- Project management
- Database management
- Providing general support for marketing & communications (e.g. social media, website, media relations)
- Providing general administrative support

#### **INTERNSHIP OBJECTIVES:**

- Increase a student's sense of responsibility.
- Acquire good work habits.
- Enhance multi-tasking skills.
- Enhance communication skills.
- Learn to use nonprofit software such as The Raiser's Edge and ServTracker.
- Improve public speaking and training Skills.
- Better understanding of Atlanta nonprofit network.

#### **QUALIFICATIONS:**

- Must be a current student or recent graduate.
- Ability to work a minimum of 16 hours per week.
- Must have transportation and use it on occasion for work duties.

- Must be able to lift over 20-30 lbs.
- Ability to work independently and in a group setting.
- Highly organized.
- Able to multi-task and respond to deadlines.
- Excellent written and oral communication skills.
- Proficient in Microsoft Word, Excel, Outlook and Powerpoint. Knowledge of Raisers Edge, ServTracker, and SharePoint management software is considered a plus.

Additionally, all MOWA Interns are expected to take on additional responsibilities and participate in organizational wide endeavors as appropriate. Internship descriptions are not limited to items in formal internship description.

#### **ABOUT MEALS ON WHEELS ATLANTA:**

Meals On Wheels Atlanta (MOWA) Mission is to support senior independence through meals, shelter, education and community. Each year, MOWA accomplishes this by delivering nutritious meals, repairing homes, providing community and wellness support, and helping seniors and their families manage Alzheimer's and dementia.

#### **APPLICATION:**

To apply, please submit a cover letter and resume to [kmorrison@mealsonwheelsatlanta.org](mailto:kmorrison@mealsonwheelsatlanta.org). No calls, please.

**Meals On Wheels Atlanta is an Equal Opportunity Employer.** All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the Intern will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.