

End DV Counseling and Consulting

Internship — Fund Development Coordinator

Description

End DV Counseling and Consulting is a start up company which brings personal and societal change by providing educational and empowering trainings, workshops, and presentations centered on identifying, understanding domestic violence and how to support someone affected by it. END DV was founded by Teresa Pedrizco, a domestic violence survivor

End DV is seeking interns to assist with developing and implementing a fund development strategy. The Development Coordinator is responsible for the planning and implementation of all development efforts for END DV and prospective clients. This position will create a fund development strategy and tactical plan to achieve growth in funding opportunities and sources and to establish sources of income for END DV and prospective clients. This position is responsible for developing and executing a plan to create, cultivate, and foster funding collaborations and partnerships. This position reports to the founder. This position will also support in grant writing. END DV interns will have a range of interesting and substantive duties, including:

- Development and implementation of a comprehensive fund source tracking system
- Establish and maintain a funding sources database
- Research potential sources of grant money
- Monitor grant deadlines
- Prepare written material to support collaborations with funding sources
- Research new funding sources
- Responsible for developing and managing data tracking, acknowledgement and thank-you responses
- Collaborate with staff and interns on locating and cultivating funding opportunities, including responding to leads for new resources.

Tasks may vary based on interns' interest and skills.

Qualifications

- Minimum of 10 hours per week availability
- Strong writing and oral communication skills
- Extremely detail oriented with strong interpersonal communication skills
- Proven ability to work and talk with a diverse group of people
- Experience using Microsoft Office (Word, Excel and PowerPoint)
- A self-starter with the ability to take the initiative and move forward independently, while still accepting guidance
- Proven ability to work under little to no supervision
- Ability to work independently from home or office and take initiative on projects
- Ability to prioritize projects and follow through
- Bachelor degree in progress required. Preferably in management, communications, marketing, public relations, or related field
- Experience or willingness to learn fund development
- Experience or willing to learn designing and implementing comprehensive fund plans for all funding sources including corporate, foundation, and individual
- Excellent leadership, strategy, management and organizational skills
- Exceptional communication and presentation skills, an ability to write effectively and speak persuasively, and an ability to listen to and learn from others
- Experience or willing to learn creating and managing databases, and strong computer skills in word processing, and spreadsheets.
- Well-organized with strong follow-through skills
- Strongly self-motivated, and able to effectively problem-solve complex issues
- Ability to work as a team player and independent

- Ability to work independently from home or office
- Intellectual agility, high professional standards, and demonstrated ability to think creatively and strategically, and execute on multiple priorities simultaneously.
- A commitment to ending domestic violence
- Understanding of and commitment to diversity issues
- Fluency in Spanish is a plus
- Experience working with victims of domestic violence a plus

Acquirable Skills

- Knowledge about domestic violence
- Increased awareness of relationship abuse
- Skills in networking and fund sources
- Interpersonal skills
- Leadership and management
- Professional development
- Strategy development and execution
- Creative and strategic thinking
- Attend trainings

Working at END DV

This is a non-paid internship position

Application Information

To apply: This is an on-going project with multiple internship opportunities. Interns are expected to commit to a minimum of 10 hours per week. Preference will be given to applicants that can commit to more than one semester. To apply please fill out the application and send your cover letter, along with a resume and a brief writing sample to Teresa Pedrizco. Send email to: teresa@ToENDdv.com. End DV internship applications will be considered on a rolling basis.

End DV is a start-up social entrepreneurial entity dedicated to empower individuals and institutions committed to ending relationship abuse.