

## **Development & Communications Intern (Rolling Basis)**

### **About Pro Bono Net**

Pro Bono Net works to bring the power of the law to all by building cutting-edge digital tools and fostering collaborations with the nation's leading civil legal organizations. From connecting attorneys to those most in need, to creating legal tools to help individuals advocate for themselves, we make the law work for the many and not the few. We achieve our mission by helping individuals access the full power of the law, making it easier for advocates to do the most good, and developing initiatives for vulnerable communities. To learn more visit [www.probono.net](http://www.probono.net)

### **Position Description**

Pro Bono Net is seeking an energetic intern to join the Development team! This internship is perfect for those interested in communications and development, including fundraising, social media, marketing, and public relations in the nonprofit space. The position will report to the **Development Associate**. The internship is unpaid and requires a minimum of 10 hours a week Monday-Friday. It will be based at our New York City headquarters.

### **Responsibilities**

The Development & Communications Intern primarily assists the Development Associate in the daily management of the Development department including, but not limited to, the following:

- Provide support in sending mailings and invitations
- Assist the Development Associate with maintaining Bloomerang (donor database)
- Support social media efforts and tracking
- Assist with fundraising campaign management
- Track and maintain campaign, grant and communications calendars
- Research new foundations/grants to apply for funding
- Assist with event organization and planning
- Contribute to materials including proposals, reports, newsletters, blogging, and donor correspondence

*Each internship position will also have its share of "busy" work including envelope stuffing and administrative duties such as file maintenance and data entry.*

### **Requirements and Qualifications**

The position is only available to current college students. Preference is given to those with a concentration in nonprofit management, communications, marketing or a related subject (both graduate and undergraduates welcome).

Computer skills (MS Office) and ability to learn new programs quickly (databases, etc.)

Strong writing and verbal communication skills

Outstanding attention to detail

Demonstrated ability to juggle multiple tasks effortlessly

Strong organizational skills

Ability to work independently and with minimal supervision

A sense of humor!

Interest in a nonprofit career - particularly development and fundraising, preferred

Previous experience with Databases preferred

## **How to apply**

We accept applications on a rolling basis for Summer, Fall and Spring internships. We also accept applications for longer term internships (up to two consecutive semesters). Applications submitted by the deadline will be given preference.

### **Deadline: Rolling Basis**

Deadline for Fall 2019: August 28

Deadline for Spring 2020: November 22

To apply, email **resume** and a **brief cover letter** that includes your **days and weeks of availability** as **attachments** to [development@probono.net](mailto:development@probono.net), with the subject line: **Development & Communications Intern [Insert preferred semester(s)]**. Only one application is permitted (any who wish to be considered for multiple semester options please indicate in your cover letter). **No calls please**. Only those offered interviews will be contacted.

### **All inquiries should be directed to:**

Jessica Darling

Development Associate

151 West 30th St., 6th floor, New York, NY 10001

[development@probono.net](mailto:development@probono.net)