



Sanctuary for Families is New York's leading service provider and advocate for survivors of domestic violence, sex trafficking, and related forms of gender violence. We work to end gender violence through three key strategies: direct service; outreach, education and training; and systems-change advocacy.

We are looking for a creative and detail-oriented Intern to join our growing Development and Communications team. The Development Intern will play a key role in supporting the Individual Giving & Special Events team, including the opportunity to assist in donor research, stewardship and outreach, as well as support the planning of Sanctuary's upcoming special events. Ideal candidates should be well-organized, willing to take on a diverse array of tasks with a positive attitude, and committed to or interested in social justice.

At the end of this internship, the Development Intern will have working knowledge of key nonprofit event and individual giving skills, including planning processes, budgeting, and marketing which he/she will be able to translate into future career opportunities.

Responsibilities:

- Assist with event logistics for the Annual Benefit and other events, working closely with the Manager of Special Events.
- Play a key role in organizing event silent auction and raffle, including tracking and communication with in-kind donors.
- Support design process for creating event marketing materials.
- Assist Development Coordinator with ongoing donor mailings, stewardship and cultivation practices.
- Report to the Director of Individual Giving & Special Events but be available to support other members of the Development & Communications department as needed.

Qualifications:

- Previous event planning and fundraising experience a plus, not a must
- Outgoing, positive, and friendly personality
- Excellent organizational skills
- Advanced knowledge of Microsoft Office applications, including Excel and PowerPoint; knowledge of Adobe design software a plus
- Very strong written and verbal communications skills
- Computer, phone, social media and internet research-savvy
- Strong interest in social justice work, women's issues and gender equality issues, and the mission of Sanctuary for Families
- Must be available to come in to our Manhattan office 2 or 3 days per week
- Available May – July

How To Apply

To apply for this internship, please send a resume and cover letter to Jess Francois, Manager of Volunteer Relations at volunteer@sffny.org.