



INSTITUTIONAL GIVING – DEVELOPMENT INTERN (SUMMER 2025)

Mission: Sanctuary for Families is dedicated to the safety, healing and self-determination of victims of domestic violence and related forms of gender violence. Through comprehensive services for our clients and their children, and through outreach, education and advocacy, we strive to create a world in which freedom from gender violence is a basic human right.

Role: The 3-person Institutional Giving team, part of Sanctuary's 13-member Development & Communications Department, seeks an intern for Summer 2025. The intern will assist the team with a range of projects aimed at growing and sustaining a portfolio of foundation, corporate, and government funders comprising \$10+ million in annual funding.

The intern will learn how to write strong grant reports and proposals; assist with proofreading; find new institutional funders; conduct prospect research; track donor cultivation efforts; and assist with special projects.

This is an excellent opportunity for someone interested writing, research, nonprofit administration, fundraising, and/or human services/social justice advocacy work. The internship is a unique opportunity to learn grant writing, a highly valued and transferable skill, and the basics of institutional fundraising, an important asset for non-profit employment. The intern is a valued member of the team and will be supported with learning new skills and encouraged to bring creative ideas to their position.

This internship will be Monday-Thursday, approximately 25-30 hours per week. Preferred candidates will be able to work a hybrid schedule, in-person at least once a week in Sanctuary's office in Lower Manhattan. The schedule is flexible and will be decided collaboratively with the intern.

Candidate can be an undergraduate or graduate student. Preference for a student with an academic and/or personal interest in human rights, gender justice, immigrant rights, and/or other subject areas relevant to working with gender violence survivors.

Location: Hybrid (minimum one day a week in Lower Manhattan office)

Desired skills:

- Strong writer and/or proofreader
- Openness to new ideas and willingness to learn
- Analytical skills and critical thinking
- Flexible and adaptable
- Ability to work well as part of a small team – good communicator and collaborator
- Creativity

Please apply by sending your cover letter and resume to Hope Faison hfaison@sffny.org by May 1st.