



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, working closely with Department Director and 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 event marketing materials creation.
- Assist Manager of Individual Giving with ongoing donor mailings, stewardship and cultivation practices.
- Conduct donor research and analyze data in Raiser's Edge database to increase fundraising effectiveness.
- Assist with website updates and social media content.
- 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
- Must be available to come in to our Manhattan office 2 or 3 days per week
- Strong interest in social justice work, women's issues and gender equality issues, and the mission of Sanctuary for Families

How To Apply

To apply for this internship, please send a resume and cover letter to Leon Jones, Coordinator of Volunteer Relations at ljones@sffny.org.