



New American Pathways®

HELPING REFUGEES AND GEORGIA THRIVE

Position Title: Development Intern

Department: Advancement

Application Deadline: April 21th, 2017

Start Date: May 4th, 2017

This internship requires a minimum commitment of 15-20 hours per week for 4 months in the New American Pathways' office.

New American Pathways is a local 501(c)3 nonprofit that helps refugees from the moment of arrival in Georgia through their journey to citizenship. Our specially designed programs provide proven pathways for refugees and other immigrants to realize their full potential and dreams as they build new lives. Our comprehensive model is unique. We begin with resettlement services and offer steady guidance and advocacy for each family as they pursue jobs, education, cultural integration, individual and female empowerment, and whatever each person needs on their pathway to succeed. By matching peoples' unique assets with opportunities in the community, we ensure that each new American we serve can succeed, strengthen the American workforce, and help Georgia thrive.

GENERAL DESCRIPTION

This position is intended to provide qualified interns with opportunities to learn through experience about key aspects of nonprofit fundraising through grant-writing, donation database management, and donor cultivation.

This position offers two intern pathways:

1. Position offers a donor cultivation track with some grant-writing and research with a small amount of donation database management.
2. Position focuses on Salesforce database management, learning donation reporting infrastructure, and a small amount of grant-writing assistance.

KEY RESPONSIBILITIES

- Assist in writing grants, researching grant materials, and cultivating grant opportunities
- Data entry in donor database
- Learning and assisting in Salesforce reporting process.
- Drafting and mailing donor acknowledgement letters
- Maintain up-to-date information in grants tracker
- Draft emails, communications and correspondence
- Perform general clerical duties to include but not limited to: photocopying, faxing, and filing
- Work on special projects for Development and/or Marketing & Communications Directors
- Conduct donor prospect research and compile reports
- May be asked to occasionally substitute as a rotating member for our student summer program with Dekalb County Schools

SKILLS AND COMPETENCIES

- Strong organization skills; the ability to multitask and maintain focus in a fast-paced environment.
- Ability to troubleshoot technical problems and literary mistakes.
- Basic computer skills (MS Office, Word, Excel, PowerPoint, Outlook)
- Submit to criminal background check
- Sensitivity to cultural, ethnic and religious diversity
- Must be comfortable working in a multicultural setting
- Interest in working in a nonprofit organization, and interest in the refugee community.
- Strong written and oral communication skills

TO APPLY: Interested candidates may submit their application, resume and cover letter to Mary Cash at volunteerengagement@newamericanpathways.org No phone calls please. This is a non-paid internship.