



INTERNSHIP TRACK DESCRIPTION

Title: Development Intern
Division: Development

Working Group: Various
Reports to: Donor Engagement Director

General Track Description

The Development Intern will collaborate with various teams within Development to support fundraising initiatives and partner engagement efforts. Responsibilities include assisting with donor interactions, conducting research, preparing for events, and contributing to other tasks that advance the mission of Convoy of Hope. The Development Intern should have an interest in the faith-based ministry of Convoy of Hope and will be invited to attend chapel services and prayer.

Desired Learning Outcomes

1. Students will develop interpersonal skills in a professional environment.
2. Students will understand strategies for interacting with high profile individuals.
3. Students will become familiar with common fundraising databases and software.
4. Students will recognize and demonstrate intelligent compassion.

Essential Duties & Responsibilities

1. Assists with Salesforce and Excel database management
2. Tracks and analyzes data to further fundraising efforts
3. Connects with donors to thank them for their support of our ministry
4. Supports prospect research to develop portfolios
5. Organizes and prepares for high profile donor events
6. Meets with the various arms of the Development team
7. Creates assets and materials for sharing valuable information with partners
8. Completes other tasks or projects that may be beneficial to the internship experience and of assistance to the Development team

Knowledge, Skills & Abilities

1. Currently pursuing a degree in management, nonprofit business, or a related field
2. Strong academic record
3. Excellent analytical and problem-solving skills
4. Strong attention to detail
5. Proficiency in Microsoft Excel and Canva
6. Excellent verbal and written communication skills
7. Power to cultivate enduring partner relationships
8. Ability to work collaboratively in a team environment
9. Positive attitude and willingness to learn
10. Ability to receive feedback and constructive criticism
11. Positively represents the ministry of Convoy of Hope, including its mission statement and core values, to all outside constituencies

Possible Projects Associated With This Track

1. Major partner event logistics and follow-up
2. Database management and data cleanup
3. Recent partner communication and research

This is a non-paid internship position. The Development Intern will work closely with the Development team and gain valuable experience. This internship will provide an opportunity



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for the candidate to learn and apply the concepts and advocacy principles of partner engagement in a real-world setting.

Semesters Available: FA, SP, SU

Updated: 03/2025