



Volunteer Job Description

Job Title: Development Intern

Supervisor/Department: Development Coordinator

Duties and Responsibilities: Assist with all aspects of fundraising, including writing appeal letters, generating stories for newsletters, assisting with events, community outreach, and donor and public relations.

Skills and Qualifications: Interest in fundraising, professional demeanor, strong writing and organizational skills, good attention to detail, proficiency in Microsoft Word and Excel.

Training Available: Agency orientation and on-the-job training.

Time Commitment: *Minimum Length of Service:* 3 months
Work Schedule: Flexible

Benefits: Direct experience in all aspects of nonprofit social service fundraising. Strengthen persuasive written and oral communication skills. Build up portfolio and resume. Gain professional references and possible letters of recommendation.

For more information on this or other volunteer/internship positions with HIV Alliance contact:

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