

# Asian/Pacific Islander Domestic Violence Resource Project

## Development Intern

*Since 1995, The Asian/Pacific Islander Domestic Violence Resource Project (DVRP) has provided services to survivors of domestic violence in Washington DC, Maryland and Virginia. It is an organization that was founded by survivors and continues to be survivor-led and driven. Our mission is to address, prevent and end domestic violence and sexual assault in Asian/Pacific Islander communities while empowering survivors to rebuild their lives after abuse.*

The development intern position is in DVRP's development unit. The goal of our internship program is to provide a high-quality learning experience that helps to form the foundation for a career supporting movements to end gender violence for students seeking hands-on work experience in the field. We are looking for interns who can give a minimum commitment of 10 hours per week.

### Department Overview

The Development Department at DVRP is responsible for overseeing the organization's fundraising efforts, including grants management and our major and principal giving programs, prospect research and management programs, and our fundraising event execution.

The department is seeking an intern to help with the grant writing and fundraising activities. The intern will work in collaboration with the executive director and development consultant.

### Intern Responsibilities

- Assist team with drafting compelling grant proposals
- Conduct relevant research and data analysis for the proposals
- Identify, through research, public and private grant and corporate sponsorship opportunities
- Help develop program summaries, outlining how each of our programs are run for funders
- Produce donor research reports, and write call sheets and briefings
- Assist development consultant in maintaining the annual grant making calendar
- Assist in preparing donor materials, including packets, thank-you letters, and processing incoming donations
- Be part of the planning and execution of fundraising campaigns, appeals, and events
- Assist department with day-to-day tasks, including database entry, donor stewardship, and department initiatives
- Participate in overall goals and initiatives of the organization

### Requirements

- Excellent written and verbal communication skills
- Exceptional organizational skills and attention to detail
- Innate curiosity
- Excellent writing and verbal communication skills
- Proficiency with Microsoft Office software and advanced web searches
- Ability to work independently as well as in a team
- Take initiative and is open to continuous learning
- Commitment to ending a culture of violence
- Experience with donor or constituent management software preferred

## **Compensation**

Each intern will receive a \$1000 honorarium for their time (for 6 months). We are ideally looking for candidates who can commit to 6 months in the role, from January-June 2023.

**Please email resume, cover letter, a 2-page writing sample and at least 3 references to the hiring committee with the title “Development Intern” at [hr@dvrp.org](mailto:hr@dvrp.org) by December 19<sup>th</sup>, 2022.**

We will be responding to applications on a rolling basis and will not respond to phone inquiries. Incomplete applications will not be reviewed.

DVRP is committed to equal opportunity in employment and, in accordance with the District of Columbia Human Rights Act of 1977, as amended, does not discriminate on the basis of “race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, and place of residence or business.