



THE DENVER FOUNDATION

ACLU Foundation of Colorado, Inc.

Address:

303 E. 17th Ave., Suite 350
Denver CO 80203

Access/Accommodations Available:

Offices are accessible for persons with disabilities and accommodations will be made for candidates with special needs.

Will intern be expected to use their car for this position?

An intern would not need their own transportation to perform daily duties.

Mission:

The mission of the ACLU of Colorado is to protect, defend and extend the civil rights and civil liberties of all people in Colorado through litigation, education and advocacy.

General Description of Work:

The Development and Outreach Internship will work with the ACLU of Colorado development and field staff on a variety of efforts to engage and raise funds from current and potential ACLU donors, members, and volunteers. The intern will assist with annual gala event planning; assist with summer outreach events such as ACLU tabling at fairs and festivals; help develop and produce cultivation, solicitation, stewardship, and acknowledgment programs and materials; coordinate donor cultivation and special event activities; assist with research on potential foundation funders; and attend donor visits when appropriate.

Specific Responsibilities:

Responsibilities include: Event planning support – draft event invitation, sponsorship, acknowledgement, and program and presentation materials; interact with venue and assist with planning of dinner details; assist with conception, planning, and execution of one summer donor cultivation and appreciation event. Outreach event support – participate in setup, materials preparation, staffing, and public engagement activities of 3-4 summer events and festivals serving a variety of audiences. Donor cultivation program support - help develop and produce cultivation, solicitation, stewardship and acknowledgment programs and materials. Conduct online research on potential donors and funders and prepare summaries of findings.

Student Qualities/Experiences Desired:

Computer proficiency, particularly Microsoft Office software suite; Ability to interact professionally with a wide range of individuals and communities; interest in development and fundraising; interest in civil rights and civil liberties issues.

Typical Work Schedule:

This position would primarily operate on a typical 9-5 office schedule.

Work Outside of Typical Schedule:



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Participation in outreach and donor cultivation events will require some weekend and evening hours. The office will work with the intern to manage flexibility in the schedule.