

ACLU OF COLORADO

SUMMARY DESCRIPTION

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. The intern will also compose various writing stories to communicate to various supporters and members.

RESPONSIBILITIES

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.

QUALIFICATIONS

- 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.

INTERN TIME (IN CATEGORIES)

Annual gala event planning: 50 hours

Summer outreach events such as ACLU tabling at fairs and festivals: 50 hours

Develop and produce cultivation, solicitation, stewardship, and acknowledgment programs and materials: 90 hours

Coordinate donor cultivation and special event activities: 50 hours

Assist with research on potential foundation funders: 50 hours

Donor visits when appropriate: 10 hours

TYPICAL WORK SCHEDULE

This position would primarily operate on a typical 9am-5pm, Monday through Friday office schedule. Very rarely we will host events on the weekends. We try to accommodate the intern's availability.