



DEVELOPMENT INTERN Job Description

About the Center of Wellness for Urban Women (CWUW)

Center of Wellness for Urban Women (CWUW) empowers women and their families living in urban communities to take action for their health and well-being through education, advocacy, prevention, and care. By helping women create a culture of wellness using the 7 Dimensions of Wellness, women and their families develop skills and tools to address all aspects of their lives to improve their quality of life and make better lifestyle choices.

Position Description

CWUW is seeking a current college student, current graduate student, or recent college graduate who is interested in serving as an intern by assisting the board of directors in the development of a fundraising plan, grant research and proposal development, and support to the board of director's development/finance committee. In return, CWUW will provide an opportunity for the intern to gain experience in and familiarity with areas such as fundraising, philanthropy, and women's health issues. The Development Intern will report to the board president and executive director and will support the entire finance committee.

Specific Responsibilities

Responsibilities include, but are not limited to, the following:

- Research potential donors, strategic partners, markets, and industries.
- Draft correspondence, reports, proposals, and donor appeals.
- Assist the development staff in planning donor and fundraising events and other activities.
- Research grants and assist in preparing proposals.
- Maintain donor files and other development materials.
- Assist with mailings, filing, and special projects as needed

Qualifications

- Strong writing and research abilities.
- Desire to learn more about fundraising and philanthropy.
- Knowledge of Microsoft Office applications.
- Experience with databases is a plus.
- Good interpersonal skills and attention to detail.
- A demonstrated commitment to CWUW's mission and values.
- Unimpeachable ethical standards and personal integrity.

Hours, Start Date, and Duration

Flexible within business hours. A firm commitment of 15 hours per week is required. The internship will start at a mutually agreed-upon date and may continue through the 2023/2024 academic year, depending on mutual interest and satisfactory performance. This is a non-paid internship.

How to Apply

To apply for the position, please submit a cover letter, resume, and one-page writing sample by email to rbayless@cwuonline.org (please put "Development Intern" in the subject line. The position is available for immediate placement, with applications considered on a rolling basis. Candidates are encouraged to submit applications as early as possible. ***No phone calls, please.***

While the above describes the position's essential functions, other duties may be assigned.

Center of Wellness for Urban Women is an equal-opportunity employer.