

IGNITE Development Internship**Mission:**

IGNITE is building a movement of young women who are ready and eager to become the next generation of political leaders.

About Us

IGNITE builds political power in young women. We deliver programs in high schools and colleges that provide political and civic education, exposure to women in political leadership, hands on training opportunities and a peer network of women who support and nurture each other's aspirations.

Major Projects for Summer and Fall 2017

Assist with:

- The design and execution of a prospect research strategy to bring in new individual and institutional donors.
- The creation of collateral for donor cultivation and solicitation.
- The creation of a donor survey.
- The design of a monthly giving program.
- The design of annual fund holiday campaigns.
- Donor events.

General Responsibilities

- Daily duties will vary and may include (but not limited to):
 - Administrative tasks such as filing, scanning and data entry
 - Research
 - Writing
 - Project management

Qualifications

We are looking for a dynamic intern who is enrolled in a community college or four year college/university, with the following:

- Interest in learning more about fundraising for social good
- Attention to detail
- Ability to work independently
- Strong written and oral communication skills
- Self-starter
- Sense of humor
- Organized
- Ambitious
- Dependable
- Hard working

Compensation

College credit available—*pending college requirements and approval*

Location

The IGNITE office is located at 510 16th Street at Broadway in downtown Oakland, accessible by AC Transit and BART (19th Street).

Apply

Send a cover letter and resume to Amy Zucchero, Chief of Resource Development & Communications at amy@ignitenational.org