TITLE: **Development Intern**

REPORTS TO: **Director of Development**

GENRAL DESCRIPTION: The Development team builds and sustains financial support for Turning Point's programs to continue to provide free services to survivors of domestic violence, sexual violence, and human trafficking. The Development Intern may assist with managing social media campaigns, creating sponsorship packets, making sponsorship outreach calls, and assembling the organization's annual report. This position requires a commitment of at least one semester. Applicants should submit a writing sample or social media portfolio as part of their application.

PRINCIPAL DUTIES AND RESPONSIBILTIES:

1. Uphold Turning Point's empowerment philosophy, mission, and values.
2. Follow all agency policies and procedures, including maintaining confidentiality and record-keeping.
3. Assist with planning, creating, and executing social media campaigns to promote Turning Point.
4. Develop sponsorship packets to support fundraising initiatives and donor engagement.
5. Make outreach calls to sponsors and partners to secure donations and event support.
6. Gather and organize content for the organization's annual report in collaboration with the Development team.
7. Utilize Canva, Microsoft Publisher, and similar tools to design materials for events, campaigns, and reports.
8. Coordinate with internal teams to ensure brand consistency and cohesive messaging.
9. Attend team meetings and events as needed.
10. Document internship hours on a Turning Point timesheet.
11. Complete all other duties as assigned by the Director of Development.
12. Notify staff of any emergency situations that may affect Turning Point staff and clients.

REQUIREMENTS:
1. Strong written and verbal communication skills.
2. Experience with Canva, Microsoft Publisher, or other graphic design tools and social media platforms.
3. Ability to multitask, prioritize, and manage multiple projects simultaneously.
4. Comfort working with people and making outreach calls.
5. Interest in fundraising, marketing, nonprofit management, or communications.
6. Able to work independently and as part of a team.
7. Availability during typical office hours: Monday-Friday, 9a-5p.
8. Must pass a criminal background check and Central Registry Clearance.
9. Applicants must submit a writing sample or social media portfolio in addition to a cover letter and resume.

TRAINING:
1. 40-hour CORE training conducted by Turning Point staff.
2. Intern orientation with the Volunteer & Intern Coordinator.
3. Completes additional training as assigned by the Director of Development to achieve learning goals and assist in professional development.

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