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weRepair.org

DEVELOPMENT INTERN (NEW YORK, NY)

Repair the World is a national nonprofit dedicated to elevating volunteerism, service and social responsibility as central to American Jewish life. The organization is headquartered in Midtown Manhattan and has a small team of fast-paced, talented, diverse individuals working in the context of an entrepreneurial, collegial and results-oriented culture.

Repair the World has an opening for a part-time Development Intern starting in February 2012. The position is designed for a full-time undergraduate who can devote 10 hours per week to support the organization's fundraising efforts and who is interested in exploring a career in nonprofit fundraising. The intern will report to the Development Assistant.

KEY RESPONSIBILITIES

- Research and profile donor prospects
- Maintain and report on information in Repair's web-based donor database
- Assist with developing and updating communications to constituencies, including collateral packets and solicitations for potential event sponsors and leaders
- Assist with preparations for a Jewish Service Campaign and Launch Event in 2012

REQUIREMENTS

- Superior research and writing skills
- Easily absorbs new technologies and software platforms
- Excellent level of attention to detail and organization even when manipulating large amounts of data
- Highly responsible and professional, personable, upbeat and self-motivated
- Flexible: able to respond to shifting changes in priorities and tasks midstream

HOURS AND COMPENSATION

We require an average 10 hour/week commitment. Specific times are flexible. Lunch and transportation allowances offered though no additional compensation or benefits may be provided.

HOW TO APPLY

Please email intern@weRepair.org, subject line "Development Intern," with your résumé and a cover letter specific to the position. For questions, please contact Aria Auerbach at aria@weRepair.org.

EQUAL EMPLOYMENT OPPORTUNITY

The organization provides equal employment opportunities to all applicants and employees in excess of requirements as established by law. In addition, the Organization affirmatively seeks to advance the principles of equal employment opportunity as it applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination, and all other terms and conditions of employment.