

# Leadership Network®

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## **Donor/Development Support Internship**

### **About Leadership Network**

Leadership Network has been a trusted resource for leaders of some of the world's largest, fastest growing churches since 1984. We are seeking a creative, energetic, organized and results-focused intern to assist the business development team in day-to-day activities and operations.

As a donor/development support intern, you will collaborate with our business development team in all stages of development. Your insightful contribution will help develop, expand and maintain our development channels, as well as drive measurable kingdom impact through the churches and leaders we serve.

### **Details:**

- 10-20 hours per week
- Unpaid
- 12700 Park Central Drive, Ste. 50, Dallas, TX 75251
- Inquire with Casey at [casey.kissee@leadnet.org](mailto:casey.kissee@leadnet.org)

### **Responsibilities:**

This intern works closely with the Director of Business and their Coordinator and will involve the following responsibilities:

- Assist with the donor acknowledgement process
- Assist with data entry into Salesforce
- Research corporate sponsorship opportunities
- Help prepare materials/solicitations
- Assist with the mailing of any materials/solicitations
- Research matching gift opportunities for existing donors
- Draft donor communications
- Assist in planning and execution of major fundraising events and activities
- Assist with communication with individual and corporate donors
- Research grant prospects using foundation database
- Organize grant and donor files and documents

**Skills Gained Include:**

- Learn about how a non-profit secures funding
- Provide an inside look at the day to day operations of a non-profit as well as the strategic decision making inherent in the responsibilities of an Executive Director
- Make connections with business leaders in the community and across the country
- Increase communication skills- written and oral

**Skills Needed:**

- Strong written and oral communication skills
- Strong organizational and research skills
- Proficiency in Microsoft Office Suite, Google Docs, Eventbrite, experience with Salesforce and adobe creative suite a plus, but not required
- Ability to work independently and take initiative on projects
- Must be comfortable working in a constantly changing environment and display strong interpersonal skills
- Experience in marketing and communications or development a plus
- Experience in fundraising is a plus, but not required