



## **Job Title: Development Intern**

Every Mother Counts (EMC) is a non-profit organization dedicated to making pregnancy and childbirth safe for every mother, everywhere. EMC seeks to improve maternal health by supporting local, community-led programs in the areas of education, advocacy, and healthcare access. EMC works towards achieving its mission through partnerships with local organizations and healthcare providers, fundraising, and raising awareness about maternal health issues.

### **Job Summary:**

Every Mother Counts is seeking a Development Intern to support the development team in achieving its fundraising goals. The Development Intern will work closely with the Director of Development and other team members to help manage donor data, assist with event planning and execution, conduct research on potential donors and foundations, and support other fundraising initiatives as needed.

### **Responsibilities:**

- Organize donor data in EMC's CRM system
- Assist with event planning and execution, including coordinating logistics, preparing event materials, and providing on-site support
- Conduct research on potential donors and foundations, including identifying giving priorities, past giving history, and key contacts
- Support the development team with other fundraising initiatives, such as annual appeals and grant applications
- Help maintain donor stewardship efforts, including sending thank-you notes and donor communications
- Support the organization's online fundraising campaigns and social media presence
- Assist with other administrative tasks as needed

### **Qualifications:**

- Currently enrolled in an undergraduate or graduate program
- Interest in nonprofit work and maternal health issues
- Excellent organizational skills and attention to detail
- Strong written and verbal communication skills
- Proficiency in Microsoft Office
- Experience with fundraising or event planning a plus
- Knowledge of donor databases (such as Salesforce) a plus
- Ability to work independently and as part of a team
- Commitment to Every Mother Counts' mission
- Must be eligible to work in the United States.

**Compensation:** \$17/ hour

### **Duration:**

The intern will work approximately 30 - 35 hours per week for a 10-week period starting May 31<sup>st</sup> – August 15<sup>th</sup>. This is a hybrid internship program. Interns are required to work in-person at least three days per week. While college credit is not mandatory, EMC can furnish relevant documentation for credit or practicum if needed.

### **To Apply:**

Please submit a resume and cover letter to [Careers@EveryMotherCounts.org](mailto:Careers@EveryMotherCounts.org). In your cover letter, please explain why you are interested in the internship and how your qualifications and experience make you a strong candidate for the position.