



Title: Development Intern
Education: Undergraduate Degree (in progress or completed)
Reports to: Director of Development
Location: Atlanta, GA

Description:

The Georgia Asylum & Immigration Network (GAIN), is a respected and award-winning nonprofit organization that provides free legal representation in immigration matters to asylum-seekers and immigrant victims of human trafficking, domestic violence, sexual assault, and other crimes. We are seeking a dynamic, creative, and organized Development Intern to support GAIN's ongoing fundraising efforts as well as the Go Formal For Freedom gala on March 20, 2020.

The right intern candidate will have the opportunity to learn nonprofit fundraising and event planning strategies in a supportive environment. Join the team to see the impact of your work and be a part of an organization that empowers immigrant victims of crime and persecution as they rebuild their lives after abuse. Responsibilities include:

Administrative Duties:

- Open mail and document incoming checks;
- Assist with administrative tasks and other duties as assigned.

Development & Fundraising Duties:

- Be an integral part of the annual gala team by managing the collection and documentation of silent auction items;
- Learn the basics of nonprofit CRM/database management using Salesforce (Nonprofit Starter Pack) and manage small database projects, such as coding or data entry, as needed.
- Intern may be asked to create content, including Adobe Spark videos and Canva graphics for social media platforms or work on printed materials such as gala programs;
- Other duties as needed, such as assisting with planning and coordination of small fundraisers (examples: Dine for a Cause events, etc.), contributing to annual report information gathering process, drafting flyers and fact sheets, etc.

Additional Qualifications:

This position requires excellent attention to detail. Applicant should be a fast learner with excellent oral and written communication skills. Candidates should have proficiency with Word, Excel, and PowerPoint. Experience with graphic design is helpful but not required.

This is an ideal position for someone looking to gain insight into public interest law and/or the nonprofit community. For more information about GAIN, please visit us at <https://georgiaasylum.org>

How to Apply:

To apply for this position, please email cover letter and resume to Kate McNeely at kmcneely@georgiaasylum.org