

DC Law Students in Court is seeking a qualified intern to work within and contribute to our Development team. The position will be part-time or full-time and is unpaid. The internship spans a range of responsibilities in the Development department including maintaining records, contributing to research projects, event planning, and more.

College or Graduate students with emphasis in their studies on English, Communications, Public Relations, Social Work, Gender Studies, Political Science, or Public and/or Non-profit Administration are encouraged to apply

Duties and Responsibilities

- Conducting prospect research on individual, foundation, and corporate donors
- Maintaining donor and grant databases and files, including calendaring deadlines, logging donations, generating and sending donor acknowledgements, logging donor appreciation efforts
- Supporting creation and dissemination of LSIC's annual appeal
- Communicate with current and prospective donors
- Assist Development staff in organizing day-to-day communications with individual and company donors
- Assist Development staff in event planning and coordination
- Research projects initiatives for the Development team
- Perform general administrative duties to assist LSIC Development staff, to include general filing and data entry

Knowledge, Skills and Abilities

- Strong communication skills (written and verbal)
- Strong research skills
- Strong organizational skills
- Experience with research a plus
- Experience working with databases a plus
- Proficient in Microsoft Office programs (Word, Excel, etc.)
- Discretion when dealing with sensitive issues and information
- An understanding of LSIC's programs and interest in its mission

Time commitment: Minimum of 15 hours per week; minimum 3 month commitment, with 6 months desirable.

Compensation: This is an unpaid position. There is opportunity for school credit if allowed by the college/university of applicant. Position offers an excellent opportunity to work on substantive projects and can result in a great reference.

Application Instructions

Please submit your resume and cover letter to Kamil Ali at kali@dclawstudents.org and Sterling Howard at showard@dclawstudents.org, subject line: "YOUR NAME - Intern Resume". Applications will be considered on a rolling basis.