



Job title	<i>Development and Special Events Intern</i>
Employment Status	<i>Part-time; 10 – 15 hours per week September – December 2024</i>
FLSA Status	<i>Non-exempt</i>
Reports to	<i>Director of Development</i>

Kids' Voice of Indiana's mission is to amplify the voices of children and youth in the legal system to improve individual outcomes and inspire system wide advances. We envision a child-centered legal system that protects children, contributes to their well-being, and promotes family preservation. There's no question how hard we work on behalf of the kids and families we serve at Kids' Voice. But we also know that with this tough work comes a real need for our team and office culture to be supportive, where people enjoy coming to work.

If you share our values of Justice, Integrity, Compassion, Equity and Impact (and you're ready to roll up your sleeves and work hard for kids!), we invite you to apply for our Development and Special Events Intern position.

Job purpose

- Supports the agency's fundraising programs, special events, and outreach
- Helps identify and cultivate funding and other resources for operating and program support.
- Works collaboratively on the Development and Marketing Team.

Duties and responsibilities

- **Development Support**
 - Assist in researching and identifying potential donors, sponsors, and grant opportunities.
 - Help with the preparation of donor communications, including thank-you letters, impact reports, and newsletters.
 - Maintain and update donor/volunteer records in the organization's CRM system.
 - Support the team in tracking fundraising goals and progress.
 - Collaborate with other fundraising and development staff and volunteers as needed.
- **Special Events Coordination**
 - Contribute to the planning and execution of special events, including Monday Night Madness on December 9.
 - Assist with event logistics, including venue arrangements, catering, and setup.
 - Solicit for silent auction donations and enter donations into the online event software.
 - Coordinate with event vendors and ensure event materials are prepared.
 - Help with marketing/promotion efforts, including creating content for social media and events.
 - Assist with recruitment and attend outreach events as necessary
- **Administrative Duties**
 - Provide administrative support to the Development Team, including data entry and file management.
 - Attend Fundraising and Marketing Board Committee meetings and help provide administrative support to the Committee.

- Prepare reports and summaries related to development and special event activities.
- Assist with day-to-day operations as needed.

Qualifications

- Embrace and commit to the goals and mission of Kids' Voice of Indiana.
- Have excellent written and verbal interpersonal communication skills; professional and personable when interacting with donors, vendors, and team members.
- Want to develop knowledge and experience in fundraising, event management, and marketing.
- Be a "self-starter" and goal driven.
- Have the desire to get out of the office and build external relationships.
- Strong organizational and multitasking abilities, attention to detail, and problem-solving skills.
- Exhibit "follow through" on tasks and goals.
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense, and good listening ability.
- Currently pursuing or recently completed a degree in Nonprofit Management; Marketing; Tourism, Hospitality, and Event Management; Communications; or a related field.
- Proficient in Microsoft 365 products (Word, Excel, Outlook) and familiarity with social media platforms. Experience with CRM systems is a plus.
- Previous experience in fundraising, event planning, or nonprofit work is advantageous.
- Strength of character, honesty, humor, and flexibility are important.

Working Conditions and Physical Requirements

This job operates in a professional office environment, home office, and outside of office settings. This role routinely uses standard office equipment such as computers, phones, photocopiers, and fax machines. This job is hybrid and could require some evenings and possibly weekends.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and hear. The employee may be required to stand, walk, use hands, handle or feel, reach, lift, and carry with hands and arms and may be required to drive and transport.

Compensation

Compensation is \$15/hour.

Interested candidates should submit a resume and a cover letter detailing their interest in the position and how their background aligns with the role to Zachary Alexander, Director of Development, at zalexander@kidsvoicein.org with the subject line "Development and Special Events Intern Application – [Your Name]." Applications are accepted on a rolling basis and are due no later than Thursday, September 12.

Kids' Voice of Indiana is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Kids' Voice makes hiring decisions based solely on qualifications, merit, and business needs at the time.