

Development Intern / Volunteer

About Denise Louie Education Center (DLEC): Denise Louie Education Center promotes school and life readiness by providing multicultural early learning services to children and families, especially those who need our help the most. Located in Seattle, DLEC is committed to ensuring all children have the foundation they need to thrive in school and life.

Overview: The Development Intern/Volunteer will be an integral part of the DLEC team, supporting the Development Department in its fundraising efforts, event planning, donor relations, and outreach activities. This role provides an excellent opportunity to gain hands-on experience and insights into the workings of a nonprofit education center.

Key Responsibilities:

- 1. Database management:** Assist with updating and maintaining donor records in our fundraising database, ensuring data integrity and accuracy.
- 2. Event Assistance:** Support the planning, organization, and execution of fundraising events and community outreach initiatives.
- 3. Donor Communication:** Assist in drafting thank-you notes, donor recognition materials, newsletters, and other communication pieces.
- 4. Research:** Identify potential donors, grants, and other funding opportunities.
- 5. Content and graphic creation:** Assist in developing content and graphics for social media, the website, and other platforms to promote DLEC's mission and achievements.
- 6. Administrative support:** Help with clerical tasks, including mailing, filing, and organizing.
- 7. Attend meetings:** Participate in development team meetings and provide input into fundraising strategies and events.

Qualifications:

- Interest in nonprofit management, fundraising, or early childhood education.
- Strong organizational skills and attention to detail.
- Ability to manage multiple projects and deadlines.
- Strong written and verbal communication skills.
- Proficient in Microsoft Office Suite; familiarity with fundraising databases a plus.
- Ability to work independently as well as in a team setting.
- Enthusiasm and a positive attitude.

Commitment: The intern/volunteer is expected to commit to a minimum of 10 hours per week for a period of 3-6 months. There's flexibility in determining specific days and hours.

Benefits:

- Gain valuable hands-on experience in nonprofit development.
- Receive mentorship and guidance from experienced development professionals.
- Develop a deeper understanding of early childhood education and community engagement.
- Opportunity to build a professional network in the Seattle community.

Application Process:

Interested candidates should submit their resume and a brief cover letter detailing their interest in the role and any relevant experience to Nikki Huang at nhuang@deniselouie.org by October 15th, 2023.

Denise Louie Education Center is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all volunteers and staff.