Development Intern

Job Description

**About Broad Street Ministry**

Broad Street Ministry (BSM) is a broad minded faith-based nonprofit organization that addresses the causes and impact of poverty through the delivery of dignified and hospitable meals with social services in partnership with “best in class” nonprofit organizations. Please visit our website at broadstreetministry.org to find out more about our organization.

**Position Description**

BSM is seeking undergraduate students interested in participating in the BSM Development Internship by managing a wide range of responsibilities including: running reports, lead generation (researching volunteer groups and businesses to understand their giving capacity and background for cultivation purposes), event planning (10th anniversary events in May and October), volunteer appreciation strategy, and administrative support for BSM’s development team. In return, BSM will provide an opportunity to gain highly valuable tangible skills and experience in the areas of fundraising, database management, event planning, issues of poverty, and the day-to-day operations of a nonprofit organization that serves the city of Philadelphia. The Development Intern will report to the Corporate and Volunteer Relations Manager with a dotted line report to the Volunteer Coordinator. Candidates should have extremely strong written skills, knowledge of Microsoft Office, strong interpersonal skills and attention to detail. Candidates should have high ethical standards and personal integrity showcased through their work and demeanor. Finally, candidates should have the ability to drive towards specific timelines and goals to further the mission of Broad Street Ministry to serve radical hospitality to our guests and help them stabilize their lives.

**Specific Responsibilities**

Responsibilities include, but are not limited to, the following:

• Assist the development staff in entering data into Etap, BSM’s donor database.

• Analyze data to develop a volunteer recruitment plan.

• Assist the development staff in planning donor events and other activities, including BSM’s 10th Anniversary events.

• Complete follow up from BSM’s 10th Anniversary events.

• Assist in planning BSM’s inaugural Fall Gala.

• Maintain donor files and other development materials.

• Assist with mailings, filing, and special projects as needed.

**Qualifications**

• Strong writing abilities.

• Knowledge of Microsoft Office applications.

• Experience with databases is a plus.

• Solid interpersonal skills and attention to detail.

• A demonstrated commitment to BSM’s mission and values.

• High ethical standards and personal integrity.

**Hours, Start Date and Duration**

Flexible within business hours (9:00 am to 5:00 pm). A firm commitment of *30 hours for summer candidates* and *a commitment of 10 hours for candidates during the rest of the year* per week is required The internship will start at a mutually agreed upon date and may continue beyond the 2014-2015 academic year depending on mutual interest and satisfactory performance. This is an unpaid internship.

**How to Apply**

To apply for the position, please submit a cover letter and resume by email to volunteer@broadstreetministry.org (please put “Development Intern” in the subject line. The position is available for immediate hire, with applications considered on a rolling basis. Candidates are encouraged to submit applications as early as possible. No phone calls, please. While the above is a description of the essential functions of the position, other duties may be assigned. This job description is subject to change at the discretion of management. The position is based in Philadelphia, PA. Please visit our website at www.broadstreetministry.org to learn more.