



## Internship Opportunity Description

<b>Position Overview</b>	The Development Intern will assist in the implementation of Arc's Development plan by researching, developing, and securing grant and funding sources.
<b>Position Title</b>	Development Intern
<b>Position Type</b>	Non-paid Internship suitable for undergraduate/graduate students or others interested in the position
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>▪ Steward potential and current donors</li> <li>▪ Identify potential funding sources (i.e. grants, donors)</li> <li>▪ Assist in the completion of grant materials</li> <li>▪ Support staff with coordinating special events</li> </ul>
<b>Initial Impact</b>	Assist in the successful implementation of department goals and outcomes.
<b>Sustained Outcomes</b>	As a Development Intern at The Arc of San Diego, you will support the department in reaching its fiscal year goals and outcomes.
<b>Training</b>	<p>The training will include the following:</p> <ul style="list-style-type: none"> <li>▪ Orientation of The Arc of San Diego</li> <li>▪ Explanation of proper procedure and protocol</li> <li>▪ Strategies for working with individuals with developmental disabilities</li> <li>▪ Explanation of paperwork</li> </ul> <p>Each intern will also receive:</p> <ul style="list-style-type: none"> <li>▪ Volunteer handbook</li> <li>▪ Observations with an evaluation containing constructive feedback</li> </ul>
<b>Support</b>	Staff will actively assign and evaluate projects that provide hands-on development experience in a nonprofit environment. All interns also receive regular feedback from the Vice President of Marketing and Development.
<b>Commitment</b>	This is a weekly commitment.
<b>Length of Time</b>	This internship requires a minimum commitment of 3 months
<b>Amount of Time</b>	Six to ten hours/week
<b>Specific Schedule</b>	TBD, Flexible
<b>Location</b>	Sulpizio Family Center, 3030 Market Street, San Diego, CA 92102
<b>Qualifications</b>	<p>The ideal candidate will be:</p> <ul style="list-style-type: none"> <li>▪ Familiar with social media planning, posting and management tools</li> <li>▪ Familiar with the planning and implementation of donor campaigns</li> <li>▪ Experienced in planning special events</li> <li>▪ Knowledgeable of Microsoft Office</li> </ul>
<b>Skills</b>	The ideal candidate will have experience in researching, identifying, and securing funding sources as well as in interacting and corresponding with donors with excellent written and verbal communication skills. Familiarity with grant writing as well as donor stewardship is preferred.
<b>Benefits</b>	<p>This opportunity is beneficial because:</p> <ul style="list-style-type: none"> <li>▪ You will directly participate in and contribute to the Marketing and Development Department of one of the largest nonprofits and providers of services to individuals with developmental disabilities in San Diego</li> <li>▪ You will build experience and receive constructive feedback in order to improve</li> <li>▪ You will gain professional references</li> </ul>

For more information contact Michael Mather, Marketing & Community Outreach Manager, via phone at 619-685-1175, ext. 294 or email at [mmather@arc-sd.com](mailto:mmather@arc-sd.com).

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