Freedom House Internship – Summer 2015

Development Intern

Freedom House promotes the spread of freedom and democracy around the world through research, effective advocacy, and programs that support frontline activists. We are a leader in identifying threats to freedom through our highly regarded analytic reports, including Freedom in the World, Freedom of the Press, Freedom on the Net, and Nations in Transit. With 13 field offices and two U.S. offices, we support the right of every individual to be free.

Position Summary

Freedom House is seeking a Development Intern to assist with foundation grants, individual donor management and administrative duties. This unpaid internship reports to the Development Manager and requires a minimum of 20 hours per week.

Desired Qualifications

- Intern must be enrolled in an accredited college or university
- Demonstrated interest in Freedom House’s mission
- Bachelor’s degree in related field preferred
- Interest in development and fundraising
- Strong ability to communicate effectively in English, both verbally and in writing
- Demonstrated strong interpersonal skills
- Ability to maintain the highest degree of confidentiality regarding all aspects of work at all times
- Proficiency with MS Office and familiarity with donor databases including Salsa
- Outstanding organizational skills with a high level of attention to detail
- Ability to maintain composure, flexibility, and a sense of humor under tight deadlines
- Experience with Adobe Creative Suite (InDesign, Photoshop and Illustrator)
- Experience with HTML and CSS

Select duties and responsibilities

- Explore grant opportunities and assist with preparation of proposals
- Maintain accurate and up-to-date donor database
- Assist with donor communications and track active donor activities
- Research and identify potential funding sources
- Work in a collegial manner with all staff and donors
- Assist with planning and executing events
- Provide general administrative support

Work Environment and Physical Demands:
Essential functions are typically performed in an office setting with a low level of noise. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.