

**Development Intern  
Summer Internship in Menlo Park  
LifeMoves**

**Position Title:** Development Intern

**Main Location:** LifeMoves Administrative Office, 181 Constitution Drive, Menlo Park, CA 94025

**Time Commitment:**

- **10 weeks: June 10<sup>th</sup> – August 16<sup>th</sup>**
  - Flexible scheduling

**Position Details:**

LifeMoves is the largest nonprofit organizations in the San Francisco Bay Area dedicated to helping homeless families and individuals across Silicon Valley return to permanent housing and self-sufficiency. The Individual Giving team is looking for a dynamic and enthusiastic intern to support the agency's donor cultivation and stewardship efforts. She will be participate in raising awareness of LifeMoves' mission and improving our ability to solicit financial donations from current and potential donors, volunteers and community partners.

**Primary Responsibilities Include:**

- Participate in team fundraising projects including the planning of the annual breakfast, the Ride to End Homelessness, and other appeals
- Conduct strategic prospect research on individual donors, foundations, and community groups
- Assist the individual giving team keep the fundraising database (Salesforce) records current (i.e. add notes to records, donor research and prospecting, grant deadlines, among others)
- Complete special projects and provide organizational support as assigned by members of the individual giving team

**Position Requirements/Preferred Skills:**

- Be responsible, flexible, hard-working, ethical, and committed to the mission of LifeMoves
- Self-motivate, fast learner, team player with the ability to meet deadlines, remain flexible, and adjust to changing priorities in a fast-paced environment.
- Possess a high level of organizational skills, writing and proofreading skills with profound attention to detail
- Currently be working towards a degree at a university, college, or trade school, in a related field. This internship is open to all majors; emphasis on Nonprofit Management, Fundraising, Event Planning, Business Administration, Operations Management, Marketing, Public Relations or Project Management preferred.
- Proficiency in MS Office Suite, particularly Outlook, Word, Excel, and PowerPoint
- Proficiency in Google searches, Linked In and other online search platforms
- Familiarity with various social media platforms, and an aptitude for learning new ones

**Learning Outcomes:**

- Hands-on engagement in donor relationship management for one of the largest and most effective non-profit agencies serving homeless populations in the San Francisco Bay Area
- Insight into the day to day fundraising operations of a nonprofit organization
- Insight into strategic decisions affecting the agency's short and long-term growth
- Networking opportunities for career development with LifeMoves staff, donors, volunteers, board members, and partner agencies

**Compensation:** Unpaid

**Supervisors:** Director of Individual Giving and team