



## Development Internship

The Washington Bus is a statewide nonprofit that engages young people in the civic process and builds political power for our generation. We empower young people of color, LGBTQ youth, first generation college students, and young people from working class and immigrant communities. We activate our generation through education, civic participation, and hands-on democracy, and work to put the young people most often excluded from the political process at its center. The Washington Bus is creating a more equitable Washington by building a democracy that works for all people.

We focus our work through three core areas of work:

- **People:** we invest in developing the skills and opportunities of young people, whether they are first-time volunteers, new voters or effective legislators;
- **Participation:** we register thousands of young people to vote, educate them on the issues, and turn them out to vote;
- **Policy:** we see good legislation and policy as both an opportunity for young people to learn about civic life and a necessary tool for moving Washington forward.

The Bus is seeking a highly motivated person for a part-time, seasonal internship in our Development Department. The Development Intern support our Development Coordinator to track and follow up with our “Friends with Benefits” monthly member program, complete administrative functions of fundraising, maintain and update our fundraising database, and assist with fundraising events. The successful candidate is ready to learn, able to work in a fast paced environment, has very strong attention to detail, has a flexible schedule, experience with handling sensitive information, and is able to communicate effectively with donors, partners, and across departments. The Development Intern reports to the Development Coordinator, as well as supports the Executive Director.

This is a part-time, seasonal position through December 1, 2017. This is an excellent opportunity to join a dynamic, learning organization with a passionate staff. The Bus requires a high level of initiative and provides exceptional opportunities for growth and leadership. Students and individuals looking for entry-level nonprofit experience are highly encouraged to apply.

### Responsibilities

- Manage administrative functions of the “Friends with Benefits” monthly member program
- Manage online administrative fundraising functions

- Support event donations tracking and processing
- Support the grant process, including tracking deadline and reporting requirements
- Support fundraising events through volunteer recruitment and logistics planning
- Support donor relationship management

### **Preferred Skills**

- Personal passion for the social justice and equity values of the Bus, and undoing institutional oppression.
- Enthusiasm and belief in the Bus's mission to engage young people in the political and civic process.
- Cross cultural communication skills and sensitivity to the needs of diverse audiences.
- Strong writer, with the ability to express yourself clearly, concisely, and with an eye for grammatical detail
- Skilled at working with others on a collaborative team.
- Experience with recruiting and managing volunteers.
- Comfortable working with a diverse and youthful team of volunteers, staff and allies.
- Demonstrated ability to self-manage, set priorities, take initiative, and collaborate with others to move projects forward in a fast-paced environment.
- Some experience in event planning and database management
- Experience with Microsoft Office and Google Drive

### **Additional Qualifications** - *qualifications that are desirable, but not required:*

- Experience with Voter Action Network, Salesforce, and Trello

### **How to Apply**

Please submit a resume and cover letter demonstrating your relevant experience, as well as at least two professional references, all in one combined PDF document to [jobs@washingtonbus.org](mailto:jobs@washingtonbus.org) - please include "Development Intern" in your subject line. Applications submitted by September 15, 2017 will be given priority consideration. Final deadline to apply is September 22, 2017. Interviews will be scheduled on a rolling basis, and this position will be open until filled. Compensation is a stipend of \$625 over the course of the program, in two payments spaced throughout.