



Fund Development Internship

General Description:

Our Starlight Fund Development Intern will really gain from this position! Here's the chance to create a winning track record by working with a successful, well-respected chapter of an international organization with many fundraising activities. Specific duties will be discussed during interviews but may include the following: special events, turn-keys, grant writing, creating and/or distributing promotional materials, direct mail projects, donor research, soliciting contributions, and much more!

Required Skills:

Ability to act as a liaison for Starlight by providing program specific information to Starlight partners, donors, and the public at large. Applicant must have a proven track record of attention to detail and excellent communication skills (verbal and writing). Applicant must have basic computer processing skills including *MS Office*.

Additional Recommended Skills/Licenses:

Driver's License, proof of insurance, and available transportation is required.

Time Requirement:

A minimum of three months commitment is required, at an average of 10 hours/week. Interns are expected to work at the Starlight office two days a week during office hours (9 a.m. to 5 p.m., Monday to Friday.)

Compensation:

Internships with Starlight are not paid, but offer a great deal of hands-on experience.

Starlight Children's Foundation of Washington
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Starlight is a 501c3 charity, Federal ID #91-1558287