



Non-profit Development Fall 2019 Intern Position

Orr Group, Inc. is a group of dedicated fundraisers that works hand in hand with our partner organizations in the areas of development, strategy, event planning, and board management. We are looking for a full-time Development Intern to assist our client teams in their day-to-day work.

Who You Are:

- **Proactive:** You enjoy being busy and taking on new work. You're not afraid to ask for a project that might seem daunting.
- **Detail-oriented:** While you thrive in fast-paced environments, you understand that the smallest aspects of a project are vital in producing quality work. Proof-reading, fact-checking, and sourcing work is second nature to you.
- **Problem-solver:** Surviving in the non-profit industry is an art, not a science. Whether it's gathering data, rewriting a proposal, or researching industry trends, you are adamant about exploring all options for moving a client forward.
- **Team player:** You can work efficiently and collaboratively with other interns and employees to manufacture top-notch work. You are communicative, ensuring that all team members are informed of your progress and any challenges that may arise.
- **Adaptable:** When change happens, you are flexible and can think on your feet. You like to learn new things and can learn them quickly. From education to social work, you have an interest in learning how non-profits garner support and sustain themselves.

What We Offer:

The Marriott Foundation. National Women's History Museum. The Malala Fund. The Nationals Youth Baseball Academy.

These are just a few examples of the clients that Orr Group has worked with to grow their impact. As a member of our team, you are offered the opportunity to dive head-first into the infrastructure, research, and processes that drive revenue and growth at these non-profits. In this role, you will help create and refine client deliverables that help non-profits execute capital campaigns, fundraising events, and long-term strategic plans.

Responsibilities:

There is no typical day at Orr Group, but if there were, here are some of the tasks you might be doing:

- Gathering data on potential donors, peer non-profits, and charitable industries
- Researching foundations to understand their strategic interest and soliciting potential
- Supporting Associates in managing and tracking in donor databases/CRM platforms
- Preparing the first draft of client deliverables across all Microsoft Suite applications (Word, Excel, PowerPoint, etc.)
- Assisting with mailings, client materials preparation, and special projects as assigned
- Assisting the marketing team on various projects such as tracking social media engagement and monitoring client/prospect activities.



- Supporting staff as they prepare for client events including galas, cultivation lunches, or board presentations
- Other administrative and physical duties as assigned

Job Specifications:

- Start Date: August/September 2019
- Paid Internship: \$15.00/hour

Experience:

To land this gig, you need to have experience helping others solve problems. It doesn't need to be traditional customer service experience—internships, volunteer work, and side projects count! Describe your background in your resume and cover letter, and tell us how it has prepared you for this role.

Must have a Bachelor's degree or be enrolled in a Bachelor's degree program.

Please email your resume and cover letter to internapplications@orrgroup.com.

Orr Group, Inc. is an Equal Opportunity Employer.