



# Working Wardrobes Job Description

## Development Intern

**About Working Wardrobes:** Since 1990, Working Wardrobes has changed the lives of over 110,000 at-risk men, women, young adults, and veterans. We are a non-profit organization providing workforce readiness, job training and professional wardrobe services in an environment of dignity and respect. At Working Wardrobes, we do everything in our power to help men, women, young adults and veterans overcome difficult challenges, so they can achieve the dignity of work.

### **Donor Research and Acquisition Internship**

The Development Intern will work directly with the Development Team to learn and support in areas of development, stewardship, relationship management, and nonprofit fundraising. The position will focus on assisting in a large project to overhaul our donor database. This individual will learn the ins and outs of our CRM (Customer Relationship Management) system used to engage with our donor base and help to streamline process and procedures to ensure efficiency while focusing on donor stewardship.

### **Sample Responsibilities:**

- Assist with donor database management and segmenting donors to help increase funding
- Track financial and in-kind donations in Salsa, the current CRM system
- Assist in thanking donors by letter (and/or) phone calls in a timely and professional manner
- Provide administrative support including but not limited to data entry, mailings, and internal communications
- Conduct research to identify new prospective donors, grant opportunities, and industry trends
- Research current trends in donor acquisition and retention among similar organizations
- Work with Development Team to strategize donor outreach efforts including building and maintaining segmented list of prospects
- Relationship management and stewardship; creating ways to nurture relationships with existing donors and further engage them within the organization's mission

### **Desired Qualifications:**

- Proficient in Office, Powerpoint, Excel, Google Docs, DropBox and some experience with CRM databases preferred
- Strong interest and some experience in research and data analytics
- Strong written and verbal communication skills
- Creative problem solver and out-of-the box strategic thinker
- Detail-oriented and organized
- Works well independently
- Interest in running reports and doing trend analysis
- Ideal for individuals who enjoys not only looking into numbers but using data to tell a story
- This role is intended for college and graduate students majoring in Non-Profit Management, Development, Business Administration, Marketing, Information Systems or other related fields.

**Benefits:**

- Full access to workforce readiness training and one-on-one job coaching through the Career Success Institute
- A professional business suit through our Wardrobe Center
- Opportunity to apply academic skills and knowledge in a workplace environment
- Network in their fields of interest with professionals who are dedicated to making a positive difference in Orange County
- Hands-on experience in research, data analytics and development in a non-profit organization.

**Additional Information:**

- 10-12 hrs./week
- Non-Paid. Academic Credit Internship
- Hybrid virtual & in-person opportunity while following recommended safety & health guidelines. *Safety Requirements:* Fully vaccinated individuals are not required to wear a mask but may still choose to do so. Unvaccinated individuals are required to wear a mask while indoors at any of our locations.

**Application Submission Requirements:**

- Resume & Cover Letter
- Writing sample

The cover letter is an opportunity for students to describe career and academic goals, to elaborate upon personal and academic accomplishments, and to identify what type of internship experience they are seeking. Writing sample may include a research paper excerpt, article, assignment related to your field of study.

As an **Equal Opportunity Employer**, Working Wardrobes does not discriminate against applicants or employees because of race, color, creed, religion, sex, national origin, veteran status, disability, age, citizenship, marital or domestic/civil partnership status, sexual orientation, gender identity or expression or because of any other status or condition protected by applicable federal, state or local law.

*Submit Applications to Bianca Herrera, Volunteer & Intern Manager via email at [biancah@workingwardrobes.org](mailto:biancah@workingwardrobes.org)*