

Development & Special Events Internship

Position Title: Development & Special Events Intern

Project Timeline: 2016-2017 Academic Year
10-20 hours per week,
Min. 4 months - 6 months



CENTER FOR THE
PACIFIC ASIAN FAMILY

CPAF's Mission: To build healthy and safe communities by addressing the root causes and the consequences of family violence and violence against women. CPAF is committed to meeting the specific cultural and language needs of Asian Pacific Islander women and their families.

DE & SE Program: CPAF is funded primarily by federal grants but is working to diversify its funding by increasing private foundation, individual donor and corporate support. To achieve this CPAF is seeking a Development & Special Events Intern. The intern will work directly with the Development Manager to plan and coordinate to research and cultivate supporters, manage the organization's donor database, organize events. This is an excellent opportunity for a highly organized and motivated individual to develop skills in nonprofit development work and special events coordination.

Project Description: The primary responsibility is to support the administrative, logistical, and planning functions of our special event. The intern will work with the Development Team and Gala Committee in producing the agency's 38th Anniversary Gala as needed. An individualized internship plan will be created in order to ensure interns receive appropriate placement, experience, and supervision

→ Training:

- i. Interns will be required to complete the state mandated training for Domestic Violence and Sexual Assault. This 65-hour training will be provided by CPAF.
- ii. Program orientations at all sites will also be provided to familiarize interns with the policies and procedures of our organization.

→ Program Development

- i. Support with the planning and coordination of logistics associated with annual event
- ii. Maintaining donor databases and files, including calendaring deadlines, logging donations, generating and sending donor acknowledgements, logging donor appreciation efforts
- iii. Supporting creation and dissemination of CPAF's annual appeals and other communications (e.g., annual reports, holiday cards, etc.)
- iv. Assisting staff with researching state and federal regulations regarding donor solicitation and general development efforts (e.g., solicitation permits, raffles, silent auctions)
- v. Supporting staff with logistics associated with special events, including assisting with creation of invitation list, all logistics, soliciting sponsors, communication with venue and vendors
- vi. Conducting prospect research on individual and corporate donors

→ Outreach

- i. Solicitation of sponsors and in-kind donations

Requirements: Be skilled at a variety of computer skills, e.g., Microsoft Word, Excel, Power Point and Adobe Acrobat are mandatory; knowledge of Photoshop, Illustrator a plus.

Asian or Pacific Islander language skills desired, but not required.

Interested candidates please send cover letter, resume and application to:
Elizabeth Denny, Volunteer Coordinator at elizabethd@cpaf.info

*Please note that this is an unpaid internship.

protected by applicable federal, state or local law. CPAF is committed to fostering a diverse and safe work environment where employees respect one another and share a commitment to our organization's mission, values, and strategies.