

## Between Friends Development Intern Description

Reports To: Director of Development  
Classification: Unpaid Internship

### General Purpose of Position

Learn critical fundraising, marketing, and administrative skills applicable in both the for-profit and non-profit sectors, while contributing to meaningful social change! Between Friends is seeking a Development Intern to assist in the Development Department by working between 15 and 20 hours per week.

### Knowledge and Skill Requirements

**Education** – High School diploma required.

**Experience** – Administrative experience preferred. Must be highly organized, detail-oriented, and have strong writing and communication skills.

**Computer and software knowledge** – PC literate with strong skills and experience in MS Office (Word, Excel), required. Experience in working with databases and mail merge, preferred.

### Responsibilities

- Contributes to the success of Between Friends' fund raising events by helping with a variety of tasks, such as: soliciting donations and/or silent auction items, working with vendors, writing letters, and day of logistics.
- Helps raise money from individual donors through direct mail campaigns by writing letters, reviewing the mailing list, and helping to prepare the mailing.
- Ensures we have accurate records for our donors and their giving history by helping to maintain the donor database.
- Writes articles for the agency newsletter and online communications.
- Completes other duties as assigned

### About Between Friends

Between Friends was founded to build a community without domestic violence. In 1986, a group of women started a grassroots fundraising effort to support battered women's programs on Chicago's north side.

As it grew clear that more direct service was needed, Friends began to provide a crisis hotline and a counseling center to support survivors. Today, Between Friends provides counseling, advocates for victims in court, and educates teens and the wider community about how to recognize dating abuse. Learn more about us at [www.betweenfriendschicago.org](http://www.betweenfriendschicago.org).

**To apply:** please email your cover letter and resume to Amanda Espitia, Director of Development, at [aespitia@betweenfriendschicago.org](mailto:aespitia@betweenfriendschicago.org).