

Between Friends Donor Database Intern Description

Reports To: Director of Development
Classification: Unpaid Internship

General Purpose of Position

Learn critical fundraising, data management, and administrative skills applicable in both the for-profit and non-profit sectors, while contributing to meaningful social change! Between Friends' Development Department is seeking an intern to help maintain a database of 9,000 donors, process donations, and generate thank you letters by working between 10 and 20 hours per week.

Knowledge and Skill Requirements

Education – High School diploma required.

Experience – Administrative experience preferred. Must be extremely detail-oriented, highly organized, and have excellent 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 our annual gala and other fundraising efforts by processing donations, running reports, and generating thank you letters.
- Ensures we have accurate records for our donors and their giving history by helping to maintain the database with over 9,000 donors.
- Prepares mailings.
- 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.

To apply: please email your cover letter and resume to Amanda Espitia, Director of Development, at aespitia@betweenfriendschicago.org.