



INTERNSHIP OVERVIEW

The Children's Development Academy (CDA) is seeking a dedicated, mission-oriented college intern to join our Advancement team for an 8-week summer internship. The advancement team includes development/fundraising, marketing and special events. This position will get an overview of working in all of the areas under advancement and have the opportunity to take on projects in each area. Specific duties include, but are not limited to:

- Researching grant and funding opportunities
- Updating contact lists for marketing and special events
- Helping compile a marketing toolkit for the launch of our new Ambassador program
- Assisting with logistics for a summer donor appreciation event and preparing for a fall fundraiser
- Assisting with the creation of social media posts
- Working for the whole team to learn more about working for a nonprofit organization

This unpaid position requires a flexible, part-time commitment of 10 hours a week for an 8-week period. A stipend of \$500 is provided upon successful completion of the internship.

EXPERIENCE AND QUALIFICATIONS

- Pursuing a college degree in a related field
- Interest in fundraising/marketing for the nonprofit sector
- Knowledge of Microsoft Office Suite and Google Workspace
- Strong written and oral communication skills
- Strong interpersonal skills and attention to detail
- Ability to multitask and work independently

HOW TO APPLY

Send a resume and cover letter to Director of Advancement Sheila Sillitto at ssillitto@cdakids.org. Resumes will be accepted until June 1, 2022.