Development Assistant Intern

Internship, Part-Time, Unpaid

Position Summary:

Are you detail-oriented, organized, and interested in learning what happens behind the scenes of a nonprofit fundraising program? Stomping Ground Comedy Theater is seeking a dependable Development Assistant Intern to join our team! This is a hands-on opportunity to gain experience in donor stewardship, database management, and the day-to-day operations that help build and maintain strong donor relationships.

Your Role: Development Assistant Intern

As our Development Assistant Intern, you will work closely with the Director of Development to support donor stewardship and recurring development activities. You'll help ensure donors are acknowledged in a timely and thoughtful way, development records remain organized, and routine administrative processes run smoothly. This role will also work alongside our Development Communications Intern and Development Operations Intern to support a strong and connected development program.

Key Responsibilities:

- **Donor Acknowledgment Support:** Assist with weekly digital donor acknowledgments and monthly mailed acknowledgments to ensure donors are thanked in a timely and thoughtful way.
- **Development Inbox Support:** Help monitor and organize the general development inbox, flagging donor inquiries and relationship-sensitive communications for the Director of Development.
- **Donor Data Support:** Assist with routine donor database maintenance, acknowledgment tracking, data cleanup, and other administrative projects as assigned.
- **Stewardship Administration:** Help maintain organized records of donor communications and recurring stewardship activities.
- **Cross-Team Collaboration:** Work alongside the Development Communications and Development Operations Interns to support coordinated development efforts.
- **General Team Support:** Provide administrative support to other development and fundraising projects as needed.

What You'll Bring (Helpful Skills):

- Strong organization, reliability, and attention to detail.
- An interest in fundraising, donor stewardship, nonprofit operations, or the arts.
- Comfort working with confidential or sensitive information.
- Collaborative, adaptable, and comfortable managing recurring responsibilities.
- Experience with CRM or database systems is a plus, but not required.

Your Benefits:

- **This internship offers valuable hands-on experience and the opportunity to develop practical skills in nonprofit fundraising and donor operations.**
- **Skill Development:** Gain experience in donor stewardship, database management, acknowledgment processes, and development operations.
- **Mentorship:** Work closely with the Director of Development and gain insight into nonprofit fundraising and relationship management.
- **Make a Difference:** Contribute to the growth of Stomping Ground.
- **Comedy Perks!** Enjoy free access to our comedy classes (as space allows) and complimentary entry to all our hilarious shows!

Details:

- **Time Commitment:** Approximately 12-15 hours per month.
- **Work Location:** Remote from home, with occasional in-person opportunities as available.
- **Please Note:** This is an unpaid learning opportunity.
- Successful candidates will be required to pass a background check and adhere to confidentiality expectations.
- Training Provided.

Ready to Join the Fun?

Submit your resume and relevant experience to malikha@stompinggroundcomedy.org.

Equal Opportunity Employer:

Stomping Ground Comedy Theater values diversity and is an equal opportunity employer. All qualified candidates are encouraged to apply.