



Position Title

Fundraising & Development Intern

Position Details

Are you the rare mix of a relationship-builder and a hands-on doer who wants to make a lasting difference? Does the idea of getting real-world experience in how a high-performing nonprofit raises funds, builds partnerships, and engages donors—the good, the great, the messy—excite you? Are you eager to see how nonprofits turn data into strategy, using metrics and insights to drive fundraising results and deepen donor relationships? Do you want to work with a fantastic team at a high-performing social impact organization? If you're shouting "YES!", then this is the position for you!

Your mission: Join the Compass Pro Bono Development team to fuel strong fundraising and donor engagement by providing research, outreach, and data-driven decision-making.

The internship runs from 8 to 14 weeks, with the possibility of extending into a Fellowship for long-term interest.

While the specific initiatives you'll tackle will not be set until shortly before your arrival—as we want to ensure you're able to both leverage your existing skill sets and meaningfully contribute to Compass Pro Bono's then-most pressing strategic needs—possible topics include:

- Managing, extracting, and analyzing donor data to inform end-of-year campaign efforts and other development efforts
- Preparing and managing Compass Pro Bono's annual Giving Tuesday campaign
- Preparing an end-of-year campaign toolkit and other collateral to support board fundraising efforts
- Evaluating and implementing stewardship/relationship management strategies with donors
- Developing content for Compass Pro Bono's monthly donor communications, including foundations, corporate partners, major donors, and individual donors
- Developing prospective new corporate and/or foundation partner target lists and initiating an outreach strategy
- Creating case studies of Compass Pro Bono's work, for use as both promotional collateral and guidance for future clients
- Creating custom GPT resources for development staff (in the past, this has included creating a grant application custom GPT and a corporate proposal custom GPT).

What we expect of Development interns and fellows:

- Excellent written communication skills and ability to draft a variety of high-quality written materials in English, such as research summaries, case studies, and syntheses of multiple qualitative and quantitative information sets
- Excellent verbal communication skills, including the ability to present complex information clearly and concisely in English during team meetings
- Experience with, or openness to learning, new technology platforms and tools, including Salesforce, Google Suite, Slack, and AI tools such as ChatGPT, Perplexity, Gemini and more.
- A growth mindset and ownership mentality
- Excellent organizational skills and an obsessive attention to detail
- Energy and enthusiasm to manage complex projects and meet deadlines in a dynamic hybrid work environment

Compensation: Unpaid with the possibility of a stipend for experienced candidates

Organizational Outcomes

While our full-time staff spends most of their time and energy delivering and improving our programs, interns and fellows are uniquely positioned to have a disproportionate impact at our organization. Every member of our staff knows the value of a fresh set of eyes—and takes advantage of that perspective when fellows and fellows join our team.

We expect that our Development Intern will emerge from their experience having created several key resources that will directly contribute to our end-of-year campaign, development communications and/or other fundraising resources. It's important to us that the intern walks away with deliverables that demonstrate their skills to future potential employers and graduate schools, so we will work with you throughout the internship to identify these opportunities.

How to apply

Please email jobs@compassprobono.org with the following materials:

- a resume
- a cover letter
- the names and contact information of **two** academic or professional references, as well as a description of the nature of your relationship with them (e.g., “first-year economics professor”)

Note that our team reviews applications on a rolling basis and positions may be filled quickly.

If you have any questions about our fellowship program, send them directly to jobs@compassprobono.org.