



Emergency Infant Services

Volunteer Position Description

Job Title: Development Intern

Reports to: Development Director and Development Assistant

Purpose: The Development Intern will work closely with the Development Team. The ideal candidate will have an interest in fundraising for the nonprofit sector. Assignments are expected to be carried out under limited supervision within the office.

Location: Downtown Tulsa

Key Responsibilities:

- Assist with the donor acknowledgement process.
- Inputting data into donor database.
- Help prepare materials for major mailing projects.
- Draft donor communications.
- Research grant prospects.
- Organize development files and documents.
- Research event venues and help get quotes.
- Assist with special events.
- Assist Accountant on relevant tasks.

Desired Qualifications:

- Interest in fundraising for the nonprofit sector.
- Strong written and oral communication skills.
- Proficiency in Microsoft Office Suite, specifically Excel.
- Proficiency in Google Docs.
- Willingness to work independently and take initiative on projects.
- Must be comfortable working in a busy office environment.
- Excellent interpersonal and communication skills.
- Ability to contribute and thrive in a collaborative work environment.

Desired Qualifications:

Interested candidates should send a copy of their resume to admin@eistulsa.org.

