



Position: Development Intern

Start Date: Ongoing Basis

MISSION

Tapestri is dedicated to ending violence and oppression in refugee and immigrant communities, using culturally competent and appropriate methods. As advocates for immigrant and refugee families affected by domestic violence, sexual assault and exploitation, Tapestri is committed to using education, community organizing, direct services and advocacy to improve the lives of those it serves.

DESCRIPTION

Tapestri's development intern will assist in development efforts to help survivors of domestic violence and human trafficking and raising the profile of Tapestri among potential individual, foundation, and corporate donors. This is an unpaid position, but you will incur no out of pocket expenses. Educational course credit can be arranged.

RESPONSIBILITIES

- Print and mail out bi-annual appeal letters, event invitations, development campaigns, and donor acknowledgement to individual donors
- Work with the Development Coordinator to solicit in-kind donations from businesses, during relevant time periods (such as before our Live Without Fear gala, Domestic Violence Forum, Human Trafficking Forum, and interpreter trainings)
- Assist Development Coordinator and Volunteer Manager with in-kind donation recruitment and management, as needed
- Craft social media, campaign letters, and other development materials to encourage financial contributions to Tapestri
- Assist Development Coordinator in advocating Tapestri's development efforts, such as Guidestar
- Scan and organize all development and donor documents to our system

QUALIFICATIONS

Required:

- Pass background check successfully
- Familiarity with Microsoft Office
- Proficient in English
- Strong writing skills and attention to details
- Commit 10-20 hours per week to this position; this position is remote-work friendly, however, you will need to be at our office during business hours at least once a week for 3 hours. Must be available at least some Fridays in the office.

Preferred:

- Graphic design experience, namely Canva, Gimp, Photoshop, etc.
- Familiarity with social media, particularly scheduling tools such as Hootsuite
- Familiarity with WordPress and Mailchimp

APPLICATION PROCESS

Please apply through our volunteer portal at <https://tapestri.org/volunteer>