Mission
To invest in the dreams of families in the world’s underserved communities as we proclaim and live the Gospel.

Method
We share the hope of Christ as we provide biblically based training, saving services, and loans that restore dignity and break the cycle of poverty.

Motivation
The love of Jesus Christ motivates us to identify with those living in poverty and be His hands and feet as we strive to glorify God.

Development Support Intern – Southern California

DESCRIPTION
To promote and fulfill the vision of HOPE International by supporting the Development Team.

LOCATION: Los Angeles or Orange County, CA
LEVEL: Internship
DEPARTMENT: Development
REPORTS TO: Development Coordinator
CATEGORY: Full time – 32 hrs
FULL JOB SUMMARY

The CA development support intern is responsible to provide support to the development coordinator and the greater development team, which will primarily involve undertaking special projects to better support the representatives in raising funds and serving our donors for HOPE’s programs.

RESPONSIBILITIES

To promote and fulfill the vision of HOPE International by supporting the Development Team.

Responsibility category

Development Support

Expansive use of donor management system – Salesforce.com

General data entry

Conduct online research related to prospecting for silent auction items for our annual fundraising event.

Work alongside development coordinator and manage the event planning efforts, preparation, etc.

Donor Care

Assist with thoughtful touchpoints throughout the summer (emails, mailers, etc.)

General Development Projects and Participation

Initiate and manage new fundraising projects (phone calls, tracking, data entry).

Undertake special projects including research, writing, and preparing presentations.

Learn and use various systems including Teams, Zoom and document storage.

Attend monthly development team meetings, subteam meetings, biweekly staff meetings, devotions, weekly prayer calls, one-on-one connect calls, and intern meetings via conference call.

Participate in quarterly local board meetings.

QUALIFICATIONS

Personal confession of Christian faith and commitment to the mission and vision of HOPE International.

Must live in Los Angeles or Orange County.

Independent and self-motivated person, comfortable working remotely.

Experience working in silent auctions is helpful.
Experience with fundraising events is a plus.

Willingness to take initiative and be proactive with tasks and assignments.

Strong organizational skills, including effective time management and prioritization of competing demands.

Excellent oral, written and project management skills.

Humility demonstrated by willingness to learn and serve.

Ability to create and manage systems and think strategically.

Interest in international development, microfinance, or poverty alleviation.

HOW TO APPLY

Apply online at https://www.hopeinternational.org/take-action/interns-fellows. Due to the anticipated volume of candidates, we are unfortunately unable to respond to individual phone calls or inquiries.