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

JOB DESCRIPTION
The development support intern will champion HOPE’s advancement efforts in donor care and communication, event planning, data documentation, and more.

LOCATION: Lancaster, PA (remote considered)
LEVEL: Intern
DEPARTMENT: Development
REPORTS TO: Development Coordinator
CATEGORY: Full-time (32 hours)

FULL JOB SUMMARY
HOPE’s development team nurtures relationships with current and prospective supporters, utilizing meetings, events, touchpoints, and local boards to engage others with the mission of HOPE. The development support intern’s sub-team champions many of the details, systems, and logistics that
support these efforts. The development support intern’s responsibilities are first to contribute to this operational sub-team, then to support regional fundraising and relationship-building efforts, and finally to assist the broader development team.

RESPONSIBILITIES

Promote and fulfill the mission and vision of HOPE International

Contribute to the development support team

Take leadership in a portion of planning fall major regional events (which may include researching venues/caterers/gift options, preparing templates and task lists, working with vendors, or securing donations for silent auctions)

Innovate and streamline team-wide processes alongside supervisor; improve data quality

Support the regional efforts of development representatives

Assist with data entry and tracking through CRM system, Salesforce.com

Write thank you notes to supporters for their engagement with HOPE

Craft and help execute email or mail supporter touchpoints to share invitations and updates

Champion the work of the broader development team

Attend monthly development team meetings, biweekly staff meetings, devotions, weekly prayer calls, and intern meetings via conference call

Author team thank you note template for July

Shadow donor or local board meetings (as interest and opportunity allow)

Prepare and share ‘HOPE talk’ in front of internal or external audience (as interest and opportunity allow)

Contribute to the development team in other pursuits as needed, which may include working on travel arrangements, local board processes, or training opportunities

QUALIFICATIONS

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

Ability to synthesize information and create order; high capacity for detail and variety

Experience designing or sustaining systems and processes

Strong organizational and interpersonal skills
Excellent oral and written communication skills
Comfort in dynamic (and possibly remote) work environment
Creativity, curiosity, and resourcefulness
Pursuing degree in business, marketing, communications, events, or other related field
Experience with Salesforce/other CRM and Wrike preferred but not required

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 phone calls or individual inquiries.