

Executive Intern/Development Intern (Dallas, TX)

- Evaluate projects related to management reporting as they arise.
- Miscellaneous projects as needed.
- Assist COO with administrative and other needs for fundraising initiatives.
- Manage CRM database: tracking and analyzing of information related to donors, prospects, volunteers, and other constituents.
- Research prospective foundations for various grants.
- Contribute to the planning and execution of fundraising events.
- Participate in reviewing best fundraising practices across initiatives.
- Assist in fulfillment of a variety of development mailers, corporate packages, and individual packages.
- Special knowledge of public relations and marketing a plus.