

# DEVELOPMENT INTERN

**Purpose:** To further the mission of End Slavery Tennessee by assisting with fundraising events, development activities, and marketing/social media work.

## **Duties and responsibilities:**

- Provide support for event planning
- Develop marketing materials, both general and event-related
- Conduct research around event sponsors, donors, silent auction items
- Attend event planning meetings and trainings as assigned
- Assist in the management of donor information database which may include: entering confidential donor information, organizing data, creating reports
- Thank you calls and thank you notes
- Assist in creating social media content and monitoring analytics
- Other development duties as assigned

## **General requirements:**

- Have a baseline knowledge of End Slavery Tennessee and understanding of human trafficking
- Have a great attitude and good sense of humor
- Be self-motivated and a team player with the ability to remain flexible in a fast-paced environment
- In-depth knowledge of social media tools (e.g. Twitter, Facebook, Instagram) and Microsoft Office
- Must be comfortable speaking with donors on the phone and in person
- Strong attention to detail and excellent problem solving skills
- Excellent time management and ability to work independently
- Effective communicator, both written and oral

## **Education and/or experience:**

- Currently working towards a degree in: Marketing, Public Relations, Communications, Business Administration, Operations Management, or a related field

## **Work schedule/time commitment:**

- 15 hours/week with a flexible schedule with exact days and times to be determined according to your school schedule
- Attendance at some evening events
- This internship is not paid

**Responsible to:** Development Coordinator

Email your resume and cover letter to: Catherine Barkley  
[cbarkley@endslaverytn.org](mailto:cbarkley@endslaverytn.org)