



Development Intern Job Description

Mission Statement: The mission of Sexual Trauma Awareness & Response® (STAR®) is to support survivors of sexual trauma, improve systems response, and create social change to end sexual violence.

Position Summary: STAR uses a variety of strategies to raise revenue from private sources that will support our mission and services. The Development Intern will be responsible for both assisting and developing a variety of projects that include but are not limited to: research, data entry, updating our donor database, identifying corporate and foundation funders, working on grants and working with staff to keep track of current funding sources and increasing our pool of potential donors. STAR is seeking a motivated individual who is willing to work independently and within a team setting.

Reports to: President & CEO

Location: STAR's Baton Rouge office, 5615 Corporate Blvd., Ste 200, Baton Rouge, LA 70808

Position Duties:

- ❑ Supports the CEO in special events, donor management, and other fundraising initiatives
- ❑ Researches prospective corporate and foundation funders, make recommendations on pursuing funding, and draft proposals
- ❑ Helps maintain and update donor database
- ❑ Coordinates mailings for appeal letters and event invitations
- ❑ Assists in writing articles for monthly e-newsletter
- ❑ Develops and/or coordinates outreach activities

Requirements:

- ❑ Interest and/or experience with fundraising, special events and donor research
- ❑ Excellent organizational and communication skills
- ❑ Familiarity with Microsoft Office and database software