

O STREET INTERNATIONAL



Donor Support/Development Intern

O Street International is looking for an energized, well organized self-starter to assist in donor development and support. O Street International is a startup nonprofit dedicated to providing opportunities for international and domestic engagement through cultural and educational exchanges. We believe person to person contact and exchanges are the nexus of development and successful international engagement. The ideal intern selected for this position will need creativity to come up with fresh ideas, critical thinking skills, and motivation to see a nonprofit reach new heights.

Responsibilities

- Prospecting grants from organizations and foundations
- Maintaining and developing donor list in collaboration with Executive Director and Board members
- Proofreading and drafting letters for major donors
- Organizing grant application
- Researching prospective donor streams
- Assisting with fundraiser events
- Maintaining reports on donors and grants for Executive Director and Board members.

Requirements:

- Excellent written and oral communications skills
- Strong editing skills
- Familiar with Word, Excel, PowerPoint, and Prezi