



**Southern Valley Alliance**  
**Job Description – Development Intern**

<b>I. Identifying Information</b>	
<b>Job Title:</b> Development Intern	<b>Internship Date:</b> January Semester
<b>Supervisor:</b> Executive Director	<b>Pay:</b> \$1000 stipend (must complete minimum of 140 hours)

**II. Organization & Job Summary**

Southern Valley Alliance (SVA) was founded in the early 1980's by a victim of domestic violence and received its 501(c)3 nonprofit designation in 1984. Today, we continue to be the only domestic violence agency located in Scott and Carver counties. Since its founding, the organization has assisted more than 23,000 women, men and children as they try to live healthy, violence-free lives. The SVA mission and vision is to assist victims of domestic violence and end domestic violence in the local community. Current programs include: 24-hour crisis line; crisis intervention and advocacy; legal/court advocacy; support groups; and community education.

The Development Intern will work closely with the Community Engagement Coordinator and Executive Director. The development team at SVA exists to identify, cultivate, solicit and steward individuals, businesses, and foundations interested in supporting the mission of SVA. The internship will provide substantial experience in nonprofit fundraising and development at a community based social service agency.

All interns are required to attend training sessions and pass a background check. Interns are required to follow all SVA guidelines, policies and procedures outlined in the training.

**III. Core Job Functions**

**Responsibilities:**

1. Research and identify potential sources for funding support.
2. Create fundraising materials.
3. Assist in sponsorships and in-kind requests (both written and verbal).
4. Provide assistance with in-person and virtual fundraising events.
5. Generate social media content.
6. Give support for processing mailings.
7. Assist Community Engagement Coordinator with community events. Speak to community members to raise awareness of domestic violence and share SVA materials.
8. Other duties as assigned by the development team.

#### **IV. Position Requirements**

##### **1. Qualifications**

- a. 18 + years (required).
- b. Pursuing an undergraduate or graduate degree, preferably in social services, nonprofit management, marketing or communications.
- c. Interest in human services, particularly domestic violence.
- d. Ability to write and communicate clearly and accurately.
- e. Ability to maintain confidentiality.
- f. Ability to work independently, demonstrated self-starter.
- g. Willingness to maintain the standards, carry out the purpose, and adhere to the policies of SVA.
- h. Be punctual, responsible, reliable and organized.
- i. Ability to pass a criminal history background check.
- j. Ability to work 35 hours per week, with a minimum total of 140 hours during January 2023. Office hours are Monday-Thursday 8:30am-5pm. Some in-office and remote work will be required.

#### **V. Benefits of the Position**

- Opportunity to gain knowledge and skills related to social and human services and nonprofits
- “Hands on” ownership of projects, building experience in project management
- Collaboration and networking within the organization as well as externally
- Ability to make a positive impact in your community

To apply, please send a cover letter and resume to [executivedirector@svamn.org](mailto:executivedirector@svamn.org).