



PURPOSE

The Development Intern will assist Empower Missouri's Advancement team in supporting donor stewardship, prospect research, and fundraising operations that sustain and grow the organization's impact across the state. Interns will contribute to donor communications, data management, fundraising campaigns, and event support.

This is an excellent opportunity for individuals interested in developing skills in nonprofit fundraising while contributing to social justice advocacy. The ideal candidate will have strong attention to detail, excellent communication skills, and a desire to learn about nonprofit development and philanthropy.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Assist with donor stewardship tasks, such as preparing thank-you letters, emails, and handwritten notes.
- Help maintain and update donor records in the EveryAction CRM database.
- Conduct prospect research on potential individual, corporate, and foundation donors.
- Support the planning and logistics of fundraising campaigns and appeals.
- Assist in creating donor acknowledgment and recognition materials.
- Support logistics for donor and fundraising events, including invitations, registrations, and follow-up communications.
- Assist in pulling and preparing monthly development metrics and reports.
- Provide general administrative support to the Advancement team as needed.

Tasks may be tailored to align with the intern's interests and strengths.

REQUIREMENTS

- Strong interest and/or experience in nonprofit fundraising, philanthropy, or donor relations.
 - Students in their 3rd or 4th year of a program in nonprofit management, business, communications, marketing, public administration, or a related field will be a strong fit.
 - Commitment to social justice and [Empower Missouri's mission and values](#).
 - Excellent written and verbal communication skills.
 - Strong organizational skills and attention to detail.
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TIME COMMITMENT

- 15 hours per week (flexible schedule).
 - Availability for some meetings between 9:00 a.m. – 5:00 p.m., Monday through Friday.
 - This is a remote position open to candidates located in Missouri. Some travel may be required to support in-person events or donor engagement activities in Mid-Missouri.
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COMPENSATION

- \$13.50/hour
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REPORTS TO

- Development Manager
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HOW TO APPLY

We'd love to hear from you! Please send your resume and one writing sample to jobs@empowermissouri.org. Be sure to include "Development Intern" in the subject line.

Writing samples may include a donor letter, newsletter article, marketing email, or school assignment. If you do not have an existing sample, please draft a short email encouraging support for Empower Missouri on Giving Tuesday, the largest giving day of the year. Your submitted work will be reviewed only as part of the application process and will not be used by Empower Missouri unless you are selected for the position.

Applications are due by **December 5, 2025**. The internship will run from January 2026 through May 2026.
