



## **Purpose**

The Development Intern will work alongside Empower Missouri's Development team to support fundraising efforts that sustain and grow the organization's impact across the state. Our work focuses on building strong relationships with donors and partners who make our advocacy possible.

In this role, you'll contribute to donor stewardship, prospect research, data tracking, fundraising campaigns, and event support. This is a great opportunity for someone interested in nonprofit fundraising, communications, and learning how development work supports social justice advocacy.

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## **What You'll Do**

- Support donor stewardship by drafting thank-you letters, emails, and notes
- Help maintain and update donor records in the EveryAction CRM database
- Conduct research on potential individual, corporate, and foundation donors
- Assist with planning and logistics for fundraising campaigns and appeals
- Help create donor acknowledgment and recognition materials
- Support donor and fundraising events, including invitations, registrations, and follow-up
- Assist with pulling and organizing 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.*

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## **What We're Looking For**

- An interest in nonprofit fundraising, philanthropy, or donor relations
- Commitment to social justice and [Empower Missouri's mission and values](#).
- Strong written and verbal communication skills
- Solid organizational skills and the ability to manage multiple tasks

Students studying nonprofit management, business, communications, marketing, public administration, or a related field—especially those in their third or fourth year—may find this role a strong fit.

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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**

- \$15.00/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](mailto:jobs@empowermissouri.org). Be sure to include "Development Intern" in the subject line.

Writing samples can include a donor letter, newsletter article, marketing email, or a school assignment. If you don't have one, you're welcome to draft a short email encouraging support for Empower Missouri on Giving Tuesday. Your submission will only be used for the hiring process.

Applications are due by **May 15, 2026**. The internship will start in **late August/early September** and run through December 2026, with the possibility of continuing through **Spring 2027**.

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