



Development Internship Job Description

UnLocal is a community-centered non-profit organization that provides direct immigration legal representation and community education to New York City's undocumented immigrant communities.

SUMMARY

UnLocal, Inc. is currently seeking an enthusiastic Development Intern to join our team in a part-time capacity. The Development Intern will support the growth and sustainability of our organization by assisting with various fundraising and donor engagement activities. This part-time internship offers a unique opportunity to gain hands-on experience in nonprofit development and fundraising while contributing to UnLocal's mission of serving immigrant communities in and around New York City. This position reports directly to the Director of Development.

Responsibilities

- Support with our fall and winter fundraising campaigns including contributing to the campaign planning and execution, event coordination, marketing and promotion as well as data management in order to track and analyze success.
- Identify recurring donors and major donors by reviewing databases (master revenue sheet).
- Supporting Development staff with identifying recurring donors not subscribed to our monthly newsletter (cross-checking subscription database).
- Assist Development team in preparing "Thank You" communication packages for select donors and Major donors.
- Support online fundraising efforts, including crowdfunding and peer-to-peer campaigns (assist with making updates to Givebutter campaign pages).
- Assist with creating fundraising campaign posts for social media by collaborating with the Communications team.
 - This task may require occasional use of Canva.
- Collaborate with the team to develop event timelines, budgets, and logistics plans.
- Communicate with vendors, sponsors, and community partners to secure services and partnerships.
- Help with the design and distribution of promotional materials (flyers, invitations, social media posts, etc.).
- Support event execution, including setup, registration, and post-event follow-up.



- Assist in post-event evaluations, gathering feedback to improve future events.

Compensation: \$15 per hour

To apply: Please send a copy of your resume to Tania@unlocal.org, thank you.