



The Advocate for Animals  
SINCE 1867

## **DEVELOPMENT INTERN**

### **Who We Are**

Founded in 1867, The Pennsylvania SPCA is a non-profit organization with headquarters located in Philadelphia. Our mission is to protect animals, prevent cruelty, and improve the health and quality of life for animals in Pennsylvania. We are the state's oldest, largest, and most comprehensive animal welfare organization.

### **Who You Are**

We are seeking a college student to support our Development Department, which runs an annual giving program and fosters donor relationships. We practice an evolving strategic process to identify, cultivate, solicit, and steward our donor constituency base. The intern is a critical part of the strategic growth of the department and will gain practical, transferable experience and an understanding of how fundraising for a nonprofit works.

### **Primary responsibilities include but are not limited to:**

- Coordinate and mail of acquisition and renewal materials;
- Process gifts and in-kind donations via data entry;
- Prepare and mail acknowledgement letters;
- Participate in meetings to plan annual giving communications calendar and mailing timelines;
- Represent the Development Department at various fundraising events;
- Assist in coordinating and accommodating special donor requests; and
- Cultivate volunteer help, as needed.

### **Desired Experience & Skills:**

- Strong editing and written skills, with particular capabilities in drafting clear, structured, articulate, and persuasive letters and/or reports;
- Creative thinker who is solution oriented;
- Excellent communication, organization, and attention to detail;
- Excellent computer skills, including Microsoft Excel; knowledge of Raiser's Edge a plus;
- Capable of completing multiple assignments successfully while on a tight deadline; and
- Able to interact with all PSPCA stakeholders, including animals, staff, volunteers, donors, foundation executives and corporate leaders.

### **Compensation**

The Development Intern is an unpaid internship. Students receiving work study funds or grants through their learning institution are encouraged to apply.

### **Supervisor**

The Development Intern reports to the Development Coordinator.

\*\*To apply for the Development Intern opening, please submit your cover letter and resumé to [volunteers@pspca.org](mailto:volunteers@pspca.org).\*\*