

NECHAMA – Jewish Response to Disaster
Development And Communications Intern
Job Description

About NECHAMA

NECHAMA is a voluntary organization that provides natural disaster preparedness, response, and recovery services nationwide. Through the years we have brought comfort to disaster survivors by training and mobilizing thousands of volunteers to help communities after floods, tornadoes, and other natural disasters.

Our work is rooted in the Jewish value of Tikkun Olam ("repairing the world through acts of kindness"). We offer help to all people affected by disaster on the basis of need regardless of religious affiliation. We also welcome anyone willing to volunteer and serve others to join us.

Our collective work is not done in an effort to proselytize; rather we train, equip, and lead volunteers that assist disaster survivors in the spirit of goodwill and creating mutual respect among all people.

NECHAMA is registered with the IRS as a 501(c)(3) nonprofit organization and is based in the Twin Cities of Minnesota.

Position Description

The Development and Communications Intern will learn how to be a part of a development and admin team within a small nonprofit, with a focus on assisting with day-to-day fundraising activities including database work, research, and grants, communications and social media engagement, and general administrative activities.

This is an opportunity to gain experience in and familiarity with areas such as fundraising, philanthropy, development, disaster relief, communications, and the day-to-day operations of a nonprofit organization with a national reach. The Development Intern will report to the Development and Communications Manager.

Specific Responsibilities

Responsibilities include, but are not limited to, the following:

Development Duties

- Assist Development staff in preparing and mailing out acknowledgement letters.
- Participate in planning events and other activities.
- Work with Development staff on Grant writing, LOIs, and grantee reports.
- Assist with data entry.
- Conduct research on potential donors and strategic partners.
- Prepare reports and presentations for internal and external use.
- Help to prepare and send mailings.
- Maintain donor files and other development materials.

Communications Duties

- Assist with posting on social media (Facebook and Instagram).
- Create and send out general correspondence.
- Update website when needed.

Other

- Assist with special projects as needed.

Qualifications

- Strong writing and research abilities.

- Desire to learn more about fundraising and philanthropy.
- Knowledge of Microsoft Office applications.
- Experience with databases is a plus.
- Good interpersonal skills and attention to detail.
- A demonstrated commitment to NECHAMA's mission and values.
- Must have reliable transportation - not accessible via public transportation.

Hours, Start Date and Duration

Flexible within business hours (9:00 am to 5:00 pm). A firm commitment of 15-20 hours per week is required. The internship will start at a mutually agreed upon date and complete at a mutually agreed upon date. The position will receive a stipend of \$500 per month.

How to Apply

To apply for the position, please submit a cover letter, resume, and one page writing sample by email to info@nechama.org (please put "Development Intern" in the subject line).

The position is available for immediate hire, with applications considered on a rolling basis. Candidates are encouraged to submit applications as early as possible. No phone calls, please. While the above is a description of the essential functions of the position, other duties may be assigned. This job description is subject to change at the discretion of management. The position is based in Burnsville, MN. Please visit our website at www.nechama.org to learn more.

NECHAMA – Jewish Response to Disaster is an equal opportunity employer.