

PLEN

Preparing Women to Lead

Fall 2020 Virtual Development Internship

The Public Leadership Education Network ([PLEN](#)) offers premiere leadership and public policy programs for college women. Our mission is to prepare students for leadership in the public policy arena. We achieve our mission by bringing college women to Washington, DC for seminars throughout the academic year. PLEN programs focus on connecting students with women leaders in various public policy fields. The seminars also focus on developing professional skills.

PLEN seeks qualified candidates for our Fall Development Internship. This position will directly support PLEN's fundraising efforts. PLEN offers a dynamic environment for interns to develop their professional skills, build their network, and gain experience working at a small nonprofit.

Responsibilities include:

- Updating, organizing, and utilizing PLEN's EveryAction database;
- Assisting with donor research, grant writing, and other fundraising tasks;
- Co-creating an outreach plan to reach more colleges and universities;
- Helping to plan and execute alumnae, donor, and board of directors engagement activities;
- Synthesizing survey responses for engagement and use;
- Processing contributions and donor acknowledgements;
- Writing donor appeals and other communications;

Qualifications:

- Excellent attention to detail;
- Ability to manage projects independently and readiness to assume a high level of responsibility as a member of a team;
- Excellent problem solving skills;
- Strong writing skills;
- Ability to work well in a virtual environment and strong self-initiative;
- Ability to effectively communicate (internally and externally) with a range of individuals and groups;
- Passionate about PLEN's mission;
- An interest in learning about nonprofit operations and fundraising;
- Advanced Microsoft Office skills, particularly Excel.

To apply: Please submit a resume, cover letter, and writing sample (700 words or less) to plencareers@plen.org with "Fall 2020 Development Internship" in the subject line. No phone calls please.

Deadline: August 30, 2020 or until the position is filled. We encourage early application as screening will be conducted as applications are received.

Preferred start date: Sept 10, 2020 (or before). 15 to 20 hours/week

Benefits: Stipend is available. PLEN encourages interns to attend webinars and other events during their internship and will be flexible to accommodate those that take place during work hours. Interns are expected to attend PLEN's virtual events when possible.