

---

**Educating, Employing, Empowering.**

---

**Part-Time Position:** Fundraising and Development Intern  
**Directly report to:** Co-Executive Director, DDW  
**Compensation:** Unpaid

**Location:** Virtual/Remote  
**Minimum Hours:** 8 /week  
**Duration:** 15 weeks or  
academic semester

### **POSITION SUMMARY:**

Under the direction of the Co-Executive Directors, the Fundraising and Development Intern is responsible to research funding opportunities from public and private donors, organize virtual fundraising events, track and evaluate fundraising efforts, and develop policy ideas. This is an excellent opportunity for a highly organized and motivated individual who seeks to develop skills in the area of maintaining and improving nonprofit's funding and donor communities.

### **KEY DUTIES & RESPONSIBILITIES:**

#### **Grant Identification and Writing**

- Identify **public and private funding opportunities** relevant to DDW's work and provide recommendations to Co-Executive Directors
- Work with DDW's grant writer and Co-Executive Directors to prepare **grant applications**
- Grant preparation also includes the following activities with leadership from the Co-Executive Directors:
  - Meet with local partners to **identify priority needs**
  - With local partners, draft general **program outline and outcomes**
  - Support Co-Executive Directors and grant writer with **Monitoring & Evaluation, Logic Model, and Budget development**
- Other tasks as assigned by the Co-Executive Directors

#### **Fundraising**

- Analyze trends and impact of fundraising efforts, identify issues and make recommendations to the Co-Executive Directors



## — Educating, Employing, Empowering. —

- Develop and maintain a list of prospective donors including corporate giving, foundations, individual/family philanthropies, etc.
- Support social media campaigns and online visibility of DDW with planning and execution of virtual fundraising events
- Other tasks as assigned by the Co-Executive Director

### **DESIRED QUALIFICATIONS:**

- **Languages:** Fluency in American Sign Language and written English is required.
- **Education:** Bachelor's Degree or higher
- **Abilities:** Working independently and managing complex projects, team orientated, interacting with people of all ages and cultural backgrounds, engaging others, having excellent communication skills, and willing to work flexible hours.
- **Office Equipment:** Access to a strong internet connection and a webcam. Microsoft Office programs, particularly with Microsoft Excel, Word, and PowerPoint.

### **AREAS OF EXPERIENCE GAINED:**

Upon the completion of internship, the candidate would increase a combination of private and public sector experience, including in the following areas:

- International cooperation
- Grant writing
- Project design/implementation (e.g. logic model; monitoring and evaluation)
- Budget development
- Funding sources database and SWOT analysis

*\*\*To apply, please send cover letter and CV/resume to DDW Team at [ddwteam@deafworlds.org](mailto:ddwteam@deafworlds.org)\*\**