



Development Intern - Prospect Research

About Doctors of the World US

Doctors of the World is the US arm of the global humanitarian organization Médecins du Monde (MDM), which operates more than 400 programs in over 80 countries worldwide. We provide medical care to millions of vulnerable and disadvantaged people, who are often living in the most challenging and dangerous of situations. We believe that healthcare is a fundamental human right and, as part of our work, we bear witness to the underlying conditions that create barriers to the care that each person deserves.

Development Intern - Job Description

We are seeking a current college student, current graduate student, or recent college graduate who is interested in serving as an intern, providing a wide range of research and prospection support to MDM's development effort for the end of year. In return, MDM will provide an opportunity for the intern to gain experience in and familiarity with areas such as fundraising, philanthropy, international development, humanitarian issues, and the day-to-day operations of a small and growing start-up nonprofit organization with a global reach. The Development Intern will report to the Senior Development Officer.

Specific Responsibilities

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

- Conduct research on potential donors, strategic partners, markets and industries.
- Draft correspondence, reports, proposals and donor appeals.
- Assist the development team in planning small cultivation events and other activities.
- Attend department and team meetings.

Qualifications

- Strong writing and research abilities, desire to learn more about fundraising and philanthropy.
- Proficiency with Microsoft Office applications, experience with databases is a plus.
- Excellent interpersonal skills, attention to detail and unimpeachable ethical standards/personal integrity.

Hours, Start Date and Duration

Flexible within business hours (9:00 am to 5:00 pm). A firm commitment of 20 to 40 hours per week is required. The internship will start at a mutually agreed upon date and may continue through the 2018 academic year, depending on mutual interest and satisfactory performance. A small stipend will be provided.