



NATIONAL CRIME VICTIM LAW INSTITUTE

*Protecting, Enforcing, & Advancing
Victims' Rights*

310 SW 4th Ave., Suite 540, Portland, OR 97204

Development Intern Job Description (unpaid)

Background:

The National Crime Victim Law Institute (NCVLI) is a 501(c)(3) nonprofit legal institute located at Lewis & Clark Law School, with offices in downtown Portland. NCVLI works nationally to promote crime victims' rights in the justice system through amicus curiae participation, technical assistance to others, and education of the criminal justice system, including teaching an on-campus legal clinic. NCVLI is funded primarily by federal grants but is working to diversify its funding by increasing private foundation, individual donor, and corporate support. To achieve this NCVLI is seeking a Development Intern. The Intern will work directly with the Executive Director and the Board of Director's Development Committee to research and cultivate supporters, manage the organization's donor databases, track and evaluate fundraising efforts, and organize events. This is an excellent opportunity for a highly organized and motivated individual to develop skills in nonprofit development work and ultimately learn about victims' rights.

Responsibilities include:

- Conducting prospect research on individual, foundation, and corporate donors
- Maintaining donor and grant databases and files, including calendaring deadlines, logging donations, generating and sending donor acknowledgements, logging donor appreciation efforts
- Supporting creation and dissemination of NCVLI's annual appeal
- Assisting with annual application and year round tracking of workplace giving campaigns (e.g., Combined Federal Campaign (CFC) and similar state campaigns)
- Assisting staff with grant application writing and tracking
- Assisting staff with researching state and federal regulations regarding donor solicitation (e.g., registration with offices in other states) and general development efforts (e.g., raffles, auctions)
- Supporting staff with logistics associated with special events, including assisting with creation of invitation list, all logistics, soliciting sponsors, communicating with venue and vendors
- Tracking and evaluating all development efforts
- Working with Board of Directors Development Committee to implement development strategies

An ideal candidate must

- Be responsible, flexible, hard-working, ethical, and committed to the mission of NCVLI
- Possess a high level of organizational skills and be detail oriented
- Possess solid oral and written communication skills
- Be skilled at a variety of computer skills, e.g., Microsoft Word, Word Perfect Excel, PowerPoint and Adobe Acrobat are mandatory; knowledge of InDesign and Photoshop a plus.
- Be able to operate standard office equipment (fax, photocopier, etc.)
- Be able to juggle multiple tasks
- Possess an interest in a nonprofit career - particularly development and fundraising
- Consent to a background check and have a current driver's license and clean driving record.

Time commitment: Minimum of 15 hours per week; minimum 3 month commitment, with 6 months desirable.

Compensation: This is an unpaid position. There is opportunity for school credit if allowed by the college/university of applicant. Position offers an excellent opportunity to work on substantive projects and can result in a great reference.

To apply: E-mail cover letter, resume, and writing sample to Director Meg Garvin at garvin@lclark.edu, with a Re: line of "Application for Development Intern"