

Development Intern

Organization Name: Hands On Atlanta

Address: 600 Means Street NW, Atlanta, GA, 30318

Phone: (404) 979-2800

Web site: <https://www.handsonatlanta.org/>

Development Intern Supervisor: Deanna Sage, Development Coordinator

Supervisor's contact information including e-mail:

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O: 404.979.2824

Organization's Mission Statement:

At Hands On Atlanta, we mobilize the Atlanta community to tackle our city's most pressing needs.

Summary of organization's primary programs and services:

Hands On Atlanta recruits nearly 20,000 volunteers annually, to support the impact work of our 150+ nonprofit and school partners. There are several ways volunteers can serve with Hands On Atlanta.

- Calendar of Volunteer Opportunities
 - Our approved and verified nonprofit partners post service projects on our calendar with regular opportunities Monday through Saturday all year round. Volunteers can register for a free Hands On Atlanta account and then sign up for projects.
- Impact Programs
 - Volunteers can serve with one of our impact programs including AmeriCorps, Discovery, TeamWorks!, Meals 4 Kids, Talk with Me Baby @ Work, and our Civic Leadership Program.
- Days of Service
 - Hands On Atlanta hosts 2 of the southeast's largest single days of service! Every October thousands serve at Hands On Atlanta Week and each January, volunteers come together at our MLK Day of Service.
- Corporate Engagement
 - We work with over 100 local companies to engage their employees in service

Role title: Development Intern

Job description:

This position will include but is not limited to the following duties:

- Support donor stewardship by managing and processing incoming payments in Salesforce and distribute donor acknowledgement letters
- Support the Finance department by generating invoices for corporate partners and assist in accounts receivable reconciliation
- Collect and write grant submissions and reports through data collection and analysis
- Assist in creating project proposals and post event wrap-up reports for partners
- Prospect Foundations and Corporations to begin building initial relationships, with a focus on in-kind donors and potential programmatic sponsors
- Help with custom corporate projects, volunteer activations and days of service as needed
- Support Development team with fundraising campaigns and initiatives
- Assist with needs for Board and Council meetings, routine office work and research for special projects
- Enter data into Salesforce for donor tracking and research

Qualifications:

We're looking for an ambitious and detail-oriented professional with a passion for development and storytelling for nonprofit organizations.

- Excellent organizational, interpersonal, communication and writing skills
- Ability to manage logistics and balance multiple projects simultaneously
- Attention to detail and organized
- Ability to work in a team and independently
- Demonstrate creativity and initiative to follow through on projects
- Possess a passion for volunteering and the work that Hands On Atlanta does
- Eagerness to learn, contribute and grow
- Reliable transportation and ability to navigate/travel in and around greater Atlanta
- Experience with Office 365 (Outlook, Word, Power Point, Excel)
- *Bonus: Familiarity and experience using Salesforce or CRM as a data management system*