



Development Intern Opportunity

Families First Parenting Programs (www.families-first.org), based in Cambridge, Massachusetts, is a growing non-profit organization dedicated to strengthening families through cutting-edge parenting education and support services. We serve families of all backgrounds and life circumstances by providing seminars, workshops, and consultations. We also train professionals from many disciplines to enhance their capacity to support today's families.

Families First's Development Office:

Families First's Development Department juggles grant writing, event planning, major donor work, corporate giving, and an annual giving program. The department is responsible for raising 80% of Families First's \$1 million budget.

Position Summary:

If you are looking to gain experience in the non-profit or professional fundraising arenas, this is the perfect opportunity for you. Work in a positive learning environment, gain hands-on skills in a social service agency's Development Department, and study all aspects of a thriving parenting education organization. The Development Intern reports to the Development Associate. The Development Intern will have the benefit of learning about all aspects of a non-profit fundraising department while working alongside staff of the program, marketing, and administrative offices. Attention to detail is very important. This is an unpaid opportunity.

Basic Responsibilities:

- Assist with special events, including an annual gala and a Fathers' Breakfast
- Enter donor information in Blackbaud's Raiser's Edge
- Process contributions and acknowledgement letters
- Prepare grant packets for submission
- Research funding leads and opportunities

Start Date:

This position is available for one or more semesters and could start immediately. Number of hours per week is flexible, depending on applicant's schedule and availability. Please submit resume and note of interest via email to scintron@families-first.org.

**Families First Parenting Programs
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