2022-2023 The Fortune Society Internship Program

About Fortune: The Fortune Society, Inc. (Fortune) has evolved into one of the nation’s preeminent reentry and justice-informed service organizations, providing formerly-incarcerated people with the skills and wrap-around services needed to break the cycle of crime and incarceration and to build productive lives in their communities. Our Mission: The Fortune Society’s mission is to support successful reentry from incarceration and promote alternatives to incarceration, thus strengthening the fabric of our communities.

Opportunity Title: Donor Relations Intern
Type: Intern, un-paid
Department/Reports To: Development Department /
Location: In-Person (Long Island City)
Tentative Schedule: 10 hours per week commitment (sometime Mon-Fri 9am-5pm)
Duration: Fall (Sept 1-Dec 15); Spring (Feb 1-May 15); Summer (June 1-Aug 15)
Application Deadline: Ongoing until opportunity is filled.

Position Summary: The goal of the Donor Relations Intern is to help the Development Department by working with the Development Associate and the Senior Director of Individual Giving to produce donor correspondence and maintain donor records. Assist in communicating a large agency’s core messaging to individual donors. Help execute fundraising campaigns and leverage supporters to advance an agency’s mission and fundraising goals.

Tasks / Primary Responsibilities
▪ Preparation and mailing of donation thank you letters including handwriting select thank you notes
▪ Organizing, maintaining, indexing, and archiving donor files in SharePoint and Raiser’s Edge
▪ Supporting the development department on the accurate and timely processing of donations
▪ Prepare at least one solicitation communication piece as part of our year-end fundraising campaign
▪ Assisting the development department in short-term projects as assigned

Preferred Qualifications:
▪ Previous experience in donor relations preferred.
▪ Experience in working in a customer service environment and understanding the importance of delivering excellent customer care.
▪ Demonstrate exceptional communications skills, both written and verbal.
▪ Experience and fluency in working with data entry and databases.
Learning Objectives

▪ Learn how a large nonprofit agency communicates with external audiences by writing and editing fundraising appeals and other communications and fundraising collateral for digital and print publications.
▪ Learn how individual giving fundraising materials are crafted by collaborating with key staff members to draft agency-wide fundraising, communications, and marketing collateral.
▪ Learn how to use and navigate Raiser’s Edge; intern will have full access to “Blackbaud University” and the Raiser’s Edge training courses.

Additional Requirements

▪ Must be 18+ of age
▪ Must have personal laptop/computer with reliable internet connection
▪ Must show proof of completed COVID-19 vaccination (boosters not required to comply with EO47).

To Apply

▪ Submit an online application at https://fortunesociety.org/volunteer-or-intern-with-us/.
▪ Applications selected for a phone/zoom interview will be contacted via email to schedule. If selected to interview, candidates will need to submit their most recent resume.