



Responsibilities of the Development Intern

- Support all development aspects for nonprofit clients of Graham Advisors LLC.
- Ability to multi-task and establish priorities.
- Exhibit initiative, responsibility and flexibility.
- Possess strong organizational skills with proficiency in Microsoft Office suite
- Maintain confidentiality of all work done while working for Graham Advisors LLC.
- Ability to communicate effectively both in written format and oral presentation (i.e. strong telephone skills).
- Prepare and send thank you letters, mailings, and other correspondence.
- Process donations received for clients of Graham Advisors LLC.
- Conduct research for new and prospective donors.
- Prepare briefing information for events and ensure that all materials are complete.
- Assist with compiling reports and prospect lists.
- Maintain the database to ensure that all donor information is being entered and tracked.

The position will report to the President of Graham Advisors LLC.

An interest or experience in nonprofits and/or fundraising recommended but not required.

Hourly rate: \$10.00 - \$15.00 (or commensurate with experience).

Contact DiAnne Graham at dg@grahamadvisorsllc.com to apply

Graham Advisors, LLC, is a full-service consulting firm specializing in advising and fundraising for nonprofit and issue advocacy organizations. The firm directs multi-million dollar national fundraising efforts on behalf of their clients.