



Capable intern needed for special projects and day to day operations in the development department of a lively local non-profit. Support Project Place development staff in planning major fundraising events, production of marketing materials and donor cultivation to support job-training programming for homeless men and women in the Boston area. Opportunity to receive college credit available if desired. Project Place has served adults experiencing homelessness for more than 40 years and is an Equal Opportunity Employer.

Job Description: Development Assistant
Reports to: Director of Development
Position Type: Intern, Temporary/Full Semester

Responsibilities Include:

- Support Development Staff in the coordination and execution of special events, including production of marketing materials for both print and electronic venues (newsletters, brochures, invitations, flyers, signage, etc.).
- Research corporate and foundation websites to compile and manage donor database for Major Gift campaign/s.
- Assist in maintaining database and Excel workbook/s on donors, campaign/s and mailing list/s.
- Support Development Associate/s in responding to individuals, sponsors, and donors by drafting and sending thank you letters in timely manner.
- Support Development Associate/s in managing web site content.
- Other tasks as assigned by Executive Director or Director of Development

Qualifications: Individual should have excellent written and verbal communication skills, work effectively as a team member and be able to work independently with minimal supervision. Strong attention to detail and an ability to manage multiple projects and deadlines is critical. We are looking for a creative, organized, energetic individual. Computer skills necessary; proficiency in MS Office (Excel, Word, etc.) and Internet Explorer required. Graphic skills and proficiency with basic computer and design programs a plus. Some coursework or professional experience in journalism, marketing, public relations, business or related field preferred, as is sensitivity to homeless concerns.

Please send information to:

Marcie Laden
Project Place
1145 Washington Street
Boston, MA 02118
or send a fax to 617.542.3860
or e-mail mladen@projectplace.org (put intern in subject line)