

**Bright Beginnings, Inc.**  
**Job Description**

**Position Title: Development Intern**  
**Reports to: Development Manager**

**Position Summary:**

Reporting to the Development Manager, the Development intern will assist with all fundraising activities and complete special research projects for the department. The ideal candidate will bring an enthusiastic, can-do attitude with a talent for handling details. The candidate will have a strong sense of professionalism and a team approach to aid the development team with a variety of tasks that promote and support the mission and programs of Bright Beginnings.

**Minimum Education Requirements:**

Applicants must be an undergraduate or graduate student. Interest in pursuing non-profit management as a career is a plus.

**Key Responsibilities**

Bright Beginnings seeks an individual with the capacity to effectively do the following:

- Work with the Development Manager to manage and update donor database.
- Write at least one grant proposal.
- Assist with research on individual and institutional prospects.
- Assist with preparation for and execution of cultivation events.
- Provide assistance with administrative operations.
- Other projects to be designed in consultation with the Director of Development and Communications.

**Skills and Attributes:**

Excellent written and verbal communications skills

Strong research skills

Ability to work both independently and collaboratively with others

Excellent comprehension and organizational skills

High level of professionalism

Ability to function effectively under stress

Friendly and outgoing personality

Respect for confidentiality of all records

**Compensation:**

Position is unpaid

**To Be Considered for this Position:**

Qualified applicants are asked to submit a résumé, cover letter and brief writing sample (1-3 pages) by email to [lallen@BrightBeginningsInc.org](mailto:lallen@BrightBeginningsInc.org) or by mail to:

Latoyia Allen  
Bright Beginnings, Inc.  
128 M Street, NW  
Washington, DC 20001

If hired, the intern must obtain a criminal background check and documentation of Tuberculin-free condition.

**About Bright Beginnings, Inc.:**

Bright Beginnings, Inc. is a child and family development center dedicated to serving homeless families with young children 6 weeks to 5 years old in the District of Columbia. As a nationally-accredited child and family development center, Bright Beginnings provides high-quality developmental services to nearly 150 homeless infants, toddlers, and preschoolers each year whose families are living in shelters or transitional housing.

Website: [www.BrightBeginningsInc.org](http://www.BrightBeginningsInc.org)