



Position Title: Development/Fundraising Internship

Reports to: Development Associate

Location: Washington, DC

Position

J Street is seeking interns for the development/fundraising department in our Washington, DC headquarters. This is an ideal internship for applicants who want to gain knowledge about the non-profit and political fundraising world at a fast-paced and highly-engaged advocacy organization. The J Street development department raises the operational budget of J Street and the J Street Education Fund (\$7 million per year) as well as the political campaign contributions to congressional candidates through JStreetPAC (over \$1.8 million in the 2012 election cycle). Working with the development team allows you to touch on every aspect of J Street's work from the communal to the political while learning valuable, transferrable skills in research, database management and donor relations.

In addition to the day-to-day tasks (listed below), interns will have the opportunity to help plan and attend local J Street DC events, attend brown bag lunches with senior J Street staff and policy experts and execute a unique project relevant to their interests. It is encouraged that interns participate in J Street U chapters on their respective campuses.

A Good Applicants should have:

- Undergraduate or recent graduate standing
- Excellent writing and oral communication skills
- An ability to work independently and stay well organized
- Commitment to J Street's mission
- An ability to multi-task and be detail-oriented
- Database experience is preferred but not required
- Experience doing research is preferred but not required
- Knowledge of Jewish communal politics is preferring but not required
- Knowledge of the politics of the Israeli-Palestinian conflict and the region is preferred but not required

Examples of responsibilities include but are not limited to:

- Researching prospective donors;
- Assisting DC finance director in planning local DC events as needed (these have included in the past: leadership gatherings with visiting experts or political fundraisers);
- Assisting the Development Associate with small-dollar fundraising strategy and analysis via J Street's direct mail program;
- Calling activists and donors to invite them to fundraising events in the DC area or nationally;
- Assisting the Development operations staff on assorted administrative and clerical tasks and projects;

Compensation and Time Commitment

This is an unpaid full or part-time internship. Applicants are considered on a rolling basis. Please indicate your availability in your cover letter.