



3001 Brighton Blvd
Suite 623
Denver, CO 80216
www.FirstDescents.org

– DEVELOPMENT INTERN JOB DESCRIPTION –

First Descents (FD) seeks a highly organized, self-motivated and passionate Development Intern to support the coordination and execution of key development-related projects. The Development Intern must have strong written and verbal communication skills, excel at project management, and be well-versed in clerical-related tasks. Top-notch customer service is a must, and experience with the platforms Salesforce, FD's donor database, and Classy, FD's online fundraising platform, is a plus!

RESPONSIBILITIES:

The Development Intern will dedicate their time and efforts to assisting with the execution of several First Descents' development programs. Key projects will include overseeing weekly stewardship practices, coordinating communication related to FD's Out Living It campaigns and events, and assisting administrative gift management support. Our ideal candidate is passionate about serving young adults impacted by cancer and is interested in pursuing a career in nonprofit fundraising and development. Responsibilities will include, but are not limited to:

FD EVENTS AND OUT LIVING IT PROJECT:

You will assist the Development Coordinator on Out Living It campaign communication, particularly that related to FD's annual [Climbathon](#) event. You will help make this nation-wide day of climbing happen with stellar communication with team leaders, individual participants, and volunteers. We are looking for an intern who can hit the ground running when it comes to jumping on the phone and getting folks excited to climb and fundraise for FD. Alongside the Development Coordinator, you will help prepare our partner gyms with all of the necessary event materials and customer service support. Furthermore, you will grow and develop Climbathon's Out Living It presence among FD alumni, current supporters, and those new to learning about First Descents.

GIFT MANAGEMENT AND STEWARDSHIP:

Saying thank you is our bread and butter! You will assist the Chief of Staff and Development Officer in the timely acknowledgment and receipting of the generous gifts made to the organization. These donors make our programs possible, and your help will elevate our stewardship practices to intentionally acknowledge each and every gift with our signature FD love. We're big on keeping organized, so you will also work with the Development Officer to catalogue and maintain donor records within our Salesforce Database.

OUT LIVING IT:

It's our motto and succinctly sums up our core values of adventure, challenge, community, humility and humor. Saying it's important is an understatement. We live, breathe and sweat it every day – and as the newest member of our team, you will too.

INSIDE DETAILS:

This is an unpaid position based at our HQ in Denver, CO. The Development Intern is expected to contribute 15-25 hours per week at our HQ office on weekdays between 8:30am-4:30pm (exact schedule is flexible). Our ideal candidate will be available to start in June.

APPLY:

To get started, send your resume as well as a cover letter to development.jobs@firstdescents.org. We want to get to know the real you and why you would be a great addition to our team – be sure to let this shine through on your cover letter.

– MISSION –

First Descents provides life-changing outdoor adventures for young adults impacted by cancer.