



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. Furthermore, our ideal candidate will be involved in the maintenance of First Descents' stewardship program, the coordination of First Descents' annual campaigns and key Out Living It projects, and general administrative support for ongoing FD development practices. It is imperative that the Development Intern embraces the culture and the mission of First Descents. Invested interest and familiarity with nonprofit fundraising is preferred. Top-notch customer service, is a plus!

RESPONSIBILITIES:

We need an organized, goal-oriented individual to step in as our Development Intern. Our ideal candidate is passionate about serving young adults impacted by cancer and is interested in pursuing a career in nonprofit fundraising and development. The development intern will devote a large portion of their time and efforts to assisting with the execution of several First Descents' development programs, including weekly stewardship practices, coordination and communication related to FD's Out Living It campaigns and events, and administrative gift management support. Responsibilities will include, but are not limited to:

FIRST DESCENTS EVENTS AND FUNDRAISING: You will assist the Development Coordinator on Out Living It campaign communication, particularly 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, communicating logistics, and getting folks excited to climb and fundraise for First Descents. Alongside the Development Officer, you will help prepare our partner gyms with all of the necessary event materials and customer service support. Furthermore, this intern will grow and develop the Climbathon event's Out Living It presence among FD alumni, current supporters, and those new to learning of First Descents.

GIFT MANAGEMENT AND STEWARDSHIP: Saying thank you is our bread and butter! You will assist the Development Officer in the timely acknowledgment and receipting of the generous gifts made to the organization by First Descents donors. These donors make our FD programs possible, and your help will allow FD to grow our stewardship practices and 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 a stipend based position based at our HQ in Denver, CO. The Development Intern is expected to contribute 15-25 hours per week for three months at our HQ office on weekdays between 8:30am-4:30pm (exact schedule is flexible). First Descents hires interns on a rolling basis.

— MISSION —

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



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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.

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