



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 organization's Advancement Team. 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 assist with the execution of several development projects, including weekly stewardship practices, coordination and communication related to FD's 'Out Living It' campaigns and events, and administrative gift management support.

The Development Intern must have strong written and verbal communication skills, excel at project management, and be well-versed in clerical-related tasks. Above all, the Development Intern will embrace the culture and the mission of First Descents. Familiarity with nonprofit fundraising is preferred. Top-notch customer service, is a plus! Responsibilities will include, but are not limited to:

EVENTS & FUNDRAISING

You will assist the Development Coordinator on 'Out Living It' campaign communication, particularly related to FD's annual Climbathon and race series events. You will help make these events come to life 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 fundraise for First Descents. The Development intern will grow and develop the 'Out Living It' Project's presence among FD alumni, current supporters, and those new to hearing about First Descents.

GIFT MANAGEMENT & 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 First Descents. Our donors make FD's programs possible, and your help will grow our stewardship practices as we intentionally acknowledge each and every gift with our signature FD love. We're big on keeping organized so you will also work to 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.

APPLY

To get started, send your resume as well as a cover letter to internships@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 in your cover letter.

- MISSION -

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