

Convergence Center for Policy Resolution

Development Intern

[Convergence Center for Policy Resolution](#) (Convergence), the leading nonprofit devoted to bridging divides and developing solutions to intractable public issues, is seeking a Spring 2024 intern to support Convergence's development team.

Development Duties:

- Conduct research on prospective partners, funders, and donors
- Support outreach to new funders and partners including drafting emails, letters, and solicitations
- Assist in the creation of marketing materials for funders and donors
- Support special initiatives such as virtual events, fundraising campaigns, etc.
- Attend meetings, take notes, and manage next steps
- Conduct research on issue areas that Convergence currently works on or hopes to work on in the future
- Attend webinars to increase team's knowledge base on fundraising best practices, etc.
- Participate in Development team meetings

Additional Duties:

- Coordinate requests from stakeholders
- Participate in monthly staff meetings
- Provide general administrative support as needed
- Other duties as assigned.

The experience at Convergence will support:

- Strengthened writing, editing, and design skills
- A deeper awareness of nonprofit fundraising
- Improved time and project management skills

Applicants should:

- Be able to commit to 20 hours per week.
- Have strong writing and grammar skills
- Possess rigorous research capabilities
- Be able to communicate complex information succinctly both in writing and verbally
- Be flexible and proactive concerning work assignments
- Demonstrate the ability to complete multiple tasks with overlapping deadlines
- Work well independently and as a member of a team
- Have excellent interpersonal skills and emotional intelligence
- Be experienced or comfortable with standard office tools such as Slack, Asana, and Outlook

Position Details:

- We strongly encourage applicants who can receive academic credit and/or stipends from their schools to apply.
- This internship is most suitable for undergraduate students.
- This internship is remote. Candidates are welcome regardless of location as Convergence staff currently works remotely. The staff is distributed across the country, with the majority in the Washington, DC area.

Internship Term:

Convergence seeks an intern for the Spring semester (approximately January 8 – April 26, 2024). Dates are flexible. Depending on performance and the needs of the organization, there may be opportunities to extend into Summer 2024.

About Convergence:

Convergence is the leading organization bridging divides to solve critical issues through collaborative problem-solving across ideological, political, and cultural lines. For more than a decade, Convergence has brought together leaders, doers, and experts—many who never thought they could talk to one another—to build trusting relationships, identify breakthrough solutions, and form unlikely alliances for constructive change on seemingly intractable issues. Our process is improving the lives of Americans and strengthening democracy for a more resilient and cooperative future. For more information, visit: www.convergencepolicy.org.

Convergence is an equal opportunity employer. Hiring decisions are made without consideration of race, color, religion, creed, sex, marital status, national origin, disability, age, veteran status, sexual orientation, political affiliation or belief, or any other factor that employers are prohibited by law from considering.

To Apply:

To apply, please send a resume, cover letter, and brief writing sample to: jobs@convergencepolicy.org with the subject line “Spring 2024 Development Intern.” **In your cover letter, please indicate what you hope to gain from this internship and why.**