



CONVERGENCE

Solving Problems. Sparking Hope.

Development Intern

Convergence Center for Policy Resolution

Remote, Fall 2024

Convergence, the leading nonprofit devoted to bridging divides and developing solutions to intractable public issues, is seeking a Fall 2024 intern to support Convergence's development team in a remote environment.

We are looking for a motivated individual with a strong work ethic, passion for collaborative problem-solving, and an interest in nonprofit fundraising to join our team. The goal of this program is to provide a deeper awareness of how to foster and support a nonprofit culture of philanthropy – one where everyone has a role in raising funds to support our mission. The role will provide opportunities to strengthen writing, editing, and research skills, while improving time and project management skills in a professional work environment.

Convergence is dedicated to creating a positive internship experience that will not only further the skills above but will provide an enjoyable, fun work environment that operates on strong communication, trust, and relationships. We welcome and encourage interns to be thought partners who provide fresh ideas, feedback, and constructive criticism to our team.

Job Duties and Responsibilities

Note that not all duties below may be asked of the intern and will depend on priorities of the team and assignments given.

- Conduct research on prospective partners, funders, and donors
- Assist in the development and management of prospect databases to organize outreach strategies for funders and donors.
- Develop comprehensive briefing materials for senior leadership to support preparation for meetings with prospective funders, partners, and donors
- Support outreach to new funders and partners including outlining and reviewing 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



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- Attend webinars to increase team's knowledge base on fundraising best practices, etc.
- Participate in Development team meetings and monthly staff meetings
- Provide general administrative support as needed
- Other duties as assigned

Qualifications and Education

- Strong writing and grammar skills
- Research experience
- Ability to communicate complex information succinctly both in writing and verbally
- Flexibility and proactive communication on work assignments
- Ability to complete multiple tasks with overlapping deadlines
- Ability to work well independently and as a member of a team in a remote environment
- Excellent interpersonal skills and emotional intelligence
- Experienced or comfortable with standard office tools such as Slack, Asana, and the Microsoft 365 Suite
- Most suitable for undergraduate students. **Must be able to receive academic credit or stipend from your school or program in exchange for internship.**
- **15-20 hours a week**, with most of those hours falling within a Monday-Friday 9:00am-5:00pm work week in your given time zone, **starting late August or early September to mid-December** (dates are flexible). Depending on performance and the needs of the organization, there may be opportunities to extend into Spring 2024.

To Apply

Please send a resume, cover letter, and brief writing sample to jobs@convergencepolicy.org with the subject line "Fall 2024 Development Intern." **In your cover letter, please indicate what you hope to gain from this internship and why. In your email, please state whether you will be receiving academic credit or a stipend for this position.** Applications will be reviewed on a rolling basis.



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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.

“The Convergence team, process, and mission give me hope that we can work through our divisions as long as we all open our minds and come to the table. I am grateful to be part of their meaningful work.”

— *Blake Stauffer, former Communications Intern*

“My internship at Convergence was incredibly valuable for my personal and professional development, exceeding my expectations for a semester-long program. **I felt deeply supported and valued by my supervisors, the intern coordinator, and all the staff at Convergence.** I really believe that the work done here is crucial for our democracy’s wellbeing and progress. The organization plays a key role in developing sound policies through unique partnerships. **I am grateful for the skills and experiences I acquired, and the connections I was able to form, which I will carry with me into my future endeavors.**”

— *Hannah Breslau, former Development Intern*

“Convergence’s Research and Program Development Internship was my first ever college internship, and it did not disappoint. **The opportunity to join a highly motivated team and apply myself towards a goal as meaningful yet prevalent as political polarization served to be a fantastic experience.** “

— *Nick Baum, former Research and Program Development Intern*