

## Development Intern

Convergence Center for Policy Resolution

Remote, Sept. to Dec. 2025

**Convergence**, the leading nonprofit devoted to bridging divides and developing solutions to intractable public issues, is seeking a Fall 2025 intern to support Convergence's development team in a remote environment.

This internship offers a unique opportunity to gain hands-on experience in nonprofit fundraising, campaign planning, and donor engagement strategy. The intern will support the Development team on ongoing prospect research, outreach, and materials development, and they will play a key role in supporting the planning and implementing elements of our 2025 End-of-Year Campaign.

The internship is ideal for someone with strong writing and research skills, a passion for social impact, and an interest in philanthropy, nonprofit communications, or stakeholder engagement. Interns will also gain exposure to CRM strategy, nonprofit operations, and strategic development planning.

Interns will leave the program with:

- Experience supporting a multi-faceted development operation
- Deeper awareness of what it means to foster a culture of philanthropy
- Strengthened writing, research, editing, and time management skills
- Opportunities to have collaborated across teams and contributed to mission-driven work

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.

## Internship 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.*

- Assist with the strategy, planning, and execution of Convergence's End-of-Year Campaign, including research on peer campaigns, segmentation planning, drafting donor-facing content, coordinating outreach schedules, and tracking campaign milestones and impact
- Conduct research on prospective institutional funders, individual donors, and strategic partners to support general operating and project-specific fundraising
- Draft, edit, and format donor communications, including acknowledgment letters, fundraising appeals, and grant materials such as letters of inquiry (LOIs) and reports
- Prepare concise briefing materials for senior leadership and board members to support donor and partner meetings

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- Support the organization and management of prospecting data and research in our CRM system (Bloomerang), ensuring records are accurate, complete, and well-tagged for future outreach and engagement
- Help maintain and organize the Development team's internal resource library, shared drive, and prospect research folders
- Support planning and outreach for donor engagement events, including Convergence Insider Roundtables and funder meetings tied to staff travel
- Contribute to donor segmentation efforts, helping identify and group audiences (e.g., past participants, long-time newsletter subscribers, first-time donors) to inform tailored engagement strategies
- Draft content for internal development updates and contribute to knowledge sharing across the organization
- Monitor and flag funding opportunities, sector news, and relevant developments in the philanthropic landscape
- Provide general administrative support and contribute to additional projects as assigned, based on the team's evolving priorities and the intern's interests

## Internship Hours

- **Timeframe:** September to December. Specific dates are flexible, especially as it pertains to fitting course credit requirements
  - *Depending on performance and the needs of the organization, there may be opportunities to extend into Spring 2026*
- **Schedule:** 15-20 hours a week within a Monday-Friday 9:00am-5:00pm work week in your time zone

## Qualifications and Education

- Strong writing and grammar skills
- Research experience
- Experience and/or interest in database management (spreadsheets, cloud-based tracking systems, etc.)
- 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
- Suitable for undergraduate or graduate students

*We strongly encourage students to seek academic credit and/or a stipend from their program or school in exchange for this internship, which is unpaid.*

## To Apply

Please send a resume, cover letter, and brief writing sample to [jobs@convergencepolicy.org](mailto:jobs@convergencepolicy.org) with the subject line "Fall 2025 Development Intern." **In your cover letter, please indicate what you hope to gain from this internship and why.** Applications will be reviewed on a rolling basis.