



Development and Partnerships Intern

[Convergence Center for Policy Resolution](#)

Remote, January to May 2026

Convergence, a nonprofit dedicated to bridging divides and solving complex public issues, is seeking a motivated **Development and Partnerships Intern** with a strong work ethic, a passion for collaborative problem-solving, and an interest in philanthropy and nonprofits.

What You'll Gain

- Hands-on experience in nonprofit fundraising, campaign planning, donor engagement, and supporting a multi-faceted development operation
- A deeper understanding of fostering a culture of philanthropy
- Strengthened writing, research, editing, and time management skills
- Opportunities to collaborate across teams and contribute to meaningful, mission-driven work
- Exposure to CRM strategy, nonprofit operations, and strategic development planning
- Collaborative problem-solving skills through reading [From Conflict to Convergence](#) and taking [Convergence Compass](#) (a \$299 value), our online program teaching practical strategies for dialogue and collaboration
- Experience in a positive, engaging internship environment that emphasizes clear communication, trust, and collaboration, and encourages interns to provide fresh ideas and feedback

What You'll Do

Note: Duties may vary based on team priorities and project assignments.

- Support the Development team with prospect research, outreach, and materials creation for institutional fundraising and business development
- Assist with strategy, planning, and execution of Convergence's 2026 Thank You Campaign, including research, donor content creation, scheduling, and tracking impact
- Conduct research on prospective funders, donors, and strategic partners to support general operating and project-specific fundraising
- Draft, edit, and format donor communications, including acknowledgment letters, appeals, LOIs, and reports
- Prepare briefing materials for senior leadership and board members to support donor and partner meetings
- Manage prospect data and research in our CRM (Bloomerang), ensuring accurate, complete, and organized records
- Help maintain and organize the Development team's internal resource library, shared drive, and prospect research folders

Solving Problems. Sparking Hope.

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- Support donor engagement events, including roundtables and funder meetings, and contribute to segmentation efforts for tailored outreach
- Draft content for internal updates and knowledge sharing across the organization
- Monitor funding opportunities, sector news, and 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 Details

- **Location:** Remote
- **Hours:** ~15 hours/week, flexible schedule (Mon–Fri, 9–5)
- **Timeframe:** January–May 2026, with potential to extend into summer
- **Eligibility:** Undergraduate or graduate students; unpaid (students are encouraged to seek credit or stipends through their school)

Qualifications and Education

- Has a passion for social impact and an interest in philanthropy, nonprofit communications, and stakeholder engagement
- Strong writing, research, and grammar skills, with the ability to communicate complex information clearly
- Experience or interest in database management (spreadsheets, cloud-based tracking systems, etc.)
- Flexible, proactive, and able to manage multiple tasks and deadlines independently and in a remote team
- Excellent interpersonal skills and emotional intelligence
- Comfortable with remote collaboration tools (Slack, Asana, Microsoft 365)

To Apply

Send a resume, cover letter, and brief writing sample to jobs@convergencepolicy.org with the subject line "Spring 2026 Development and Partnerships Intern." **In your cover letter, please indicate what you hope to gain from this internship and why.** Applications are reviewed on a rolling basis.