



NPH USA
Raising Children. Transforming Lives.



GET CLOSER

Development/Fundraising Internship

NPH USA in the Northwest region is seeking one or more Development Interns for summer 2017 to assist with a variety of office projects to support general fundraising, donor cultivation, mailings, and fundraising events, including our fall Gala. If you are interested in international development work, special events planning or non-profit management- this is the position for you!

Who we are: NPH USA is dedicated to transforming the lives of orphaned, abandoned and disadvantaged children through the support of the Nuestros Pequeños Hermanos (NPH, Spanish for "Our Little Brothers and Sisters") network of orphanages in Latin America and the Caribbean. The NPH homes strive to break the cycle of poverty for the thousands of children that it has supported since its founding in 1954.

Duties and Responsibilities:

- Data entry into donor database to maintain accurate donor records (SalesForce).
- Supports the planning and execution of fundraising events, including organizing mailings, creating decorations, making nametags, helping at events, etc.
- Works in event planning software to assist with item procurement, data entry, invitations and acknowledgements (Greater Giving).
- Processes incoming and outgoing correspondence and general paperwork as required including tracking event correspondence.
- Represents NPH USA at tabling/outreach opportunities to share our work in the community.
- Performs related duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge of computers and software including, but not limited to, Microsoft Word, Excel, and Powerpoint. Willing to learn new programs: SalesForce and Greater Giving.
- Ability to handle multiple tasks and meet deadlines.
- Good analytical and problem-solving skills. Excellent oral and written communication skills.
- Ability to work independently, but also follow oral and written instructions as required.
- Discretion, good judgment, organizational ability, and initiative.
- Excellent interpersonal skills, including the ability to communicate effectively both verbally and in writing with staff, volunteers, and public.

Commitment and Compensation

We are looking for a commitment of 4-8 hours per week, depending on your schedule. The position is unpaid. However, you will gain valuable experience in the field of non-profit work and have the opportunity to interact with our students from Latin America. Our office is located in Bellevue at 1800 112th Ave NE.

How to Apply:

Please email Glory Visario at gvisario@nphusa.org with your resume, cover letter, availability, and any questions!



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