



**Position Title:** Development/Fundraising Internship

**Reports to:** Development Associate

**Location:** New York City

## **Position**

J Street is seeking interns for the development/fundraising in our New York City regional office. This is an ideal internship for applicants who want to gain knowledge about the non-profit and political fundraising world at a fast-paced and highly-engaged advocacy organization. J Street's regional staff help raise the operational budget of J Street and the J Street Education Fund (over \$8 million per year) as well as the political campaign contributions to congressional candidates through JStreetPAC (over \$3.6 million in the 2016 election cycle). Working in development allows you to touch on every aspect of J Street's work from the communal to the political while learning valuable, transferrable skills in research, database management and donor relations.

In addition to the day-to-day tasks (listed below), interns will have the opportunity to help plan and attend local J Street New York events, participate in national staff briefings and execute a unique project relevant to their interests. It is encouraged that interns participate in J Street U chapters on their respective campuses.

## **Ideal applicants will have:**

- Undergraduate or recent graduate standing;
- Excellent writing and oral communication skills;
- An ability to work independently and stay well organized;
- Commitment to J Street's mission;
- An ability to multi-task and be detail-oriented;
- Database experience is preferred but not required;
- Experience doing research is preferred but not required;
- Knowledge of Jewish communal politics is preferring but not required;
- Knowledge of the politics of the Israeli-Palestinian conflict and the region is preferred but not required.

## **Examples of responsibilities include but are not limited to:**

- Researching prospective donors;
- Assisting the Development Associate and Associate Regional Director in planning local New York events as needed (these have included in the past: leadership gatherings with visiting experts or political fundraisers);
- Assisting the Development Associate with small-dollar fundraising strategy and analysis;
- Calling activists and donors to invite them to fundraising events in the New York area;
- Assisting with assorted administrative and clerical tasks and projects.

## **Compensation and Time Commitment**

This is an unpaid full or part-time internship. Applicants are considered on a rolling basis. Please indicate your availability in your cover letter.