

Development | Internships

Overview

The Office of Institutional Development/Fundraising supports Carter Center peace and health programs by generating project-specific financial and in-kind resources from foreign governments, U.S. government agencies, foundations, corporations, and individuals. Staff researches potential funding prospects and initiates relationships through letters, proposals, phone calls, and meetings. The development office maintains long-term relationships with more than 150 program donors and 4,000 individual donors.

Development staff must have extensive knowledge of the Carter Center's goals and activities in program countries. In addition, they must stay abreast of the assistance policies and internal politics of donor nations as well as current corporate and foundation philanthropic news and initiatives.

Interns in Development gain insight into the operations of an international nonprofit by supporting fundraising projects for Carter Center Peace and Health programs.

*Please note that while you only have the opportunity to apply to the Office of Institutional Development as a whole, you may choose to indicate in your short essay if you have a preference for a specific department.

Number of Interns per Semester: 3-4

Key Responsibilities:

- Writing and Editing
 - Briefings
 - Prepare briefings for staff members meeting with donors or potential donors, including talking points, biographies, background information, and information on the organization's relationship with The Carter Center.
 - Donor proposals and reports
 - Work with staff to review and proofread grant documents for donor submission. Assist with drafting documents as needed.
 - Concept notes
 - Provide concise information or brief reports for donors and potential donors.
 - Acknowledgement and cultivation letters
 - Work with staff to draft and finalize acknowledgement letters to donors, which are crucial to stewarding donor relationships.
 - Donor recognition materials



- Compose articles and other materials for donor recognition per compliance guidelines. Obtain appropriate approvals to publish materials as needed.
- Research
 - Prospect (donor) research
 - Research potential donors, their funding priorities, and how those correspond to Carter Center programs.
 - Funding opportunities
 - Track funding opportunities by following formal requests for proposals and applications that could be relevant to the work of The Carter Center.
 - Donor news updates
 - Track senior-level changes, programmatic or geographical focus shifts, partnership formations, or policy directions in biweekly donor format.
 - Recordkeeping
 - Interns will support departmental record-keeping in Raiser's Edge, Teams, and SharePoint.

Preferred Qualifications

- Minimum GPA: 3.0
- Majors: All
- Excellent written and verbal communication skills
- Attention to detail
- Ability to handle multiple projects at a time
- Organization and self-motivation
- Time-management skills

Internship positions are available to support the following development departments:

Annual Fund

The intern working with the Annual Fund will assist in efforts to raise unrestricted funds by marketing through the Ambassadors Circle. He/she will play an active role in the event planning process, providing support for donors in the annual Executive Briefing or the visit to Plains. This may include checking the event hotline daily and staffing the four-day event, including evening and overnight hours, as required. In addition, the intern will participate in strategy meetings, assist with donor and prospect research, compose communication materials, communicate internally with staff members, and other duties as assigned. The work environment is fast paced, and computer proficiency and attention to detail are required.



Health Programs Development

As a Health Programs development intern, you will join a dynamic team that is tasked with raising support for the Carter Center's Health Programs from foundations, corporations, and governments. Interns will learn about contemporary global health issues, neglected tropical diseases, and the Center's health programs, while gaining insight into the operations of an international nonprofit. Responsibilities typically include editing grant reports and proposals; conducting research on prospective donor institutions; writing briefing documents to prepare our team and the Center's executive leadership for high-level meetings with donors; drafting website content; assisting staff with donor meetings; observing the grants management process; drafting correspondence on behalf of Carter Center executives; and completing other writing-intensive tasks. Experience or interest in the global health field is highly desirable. Former interns have gone on to careers at CARE, The Clinton Global Initiative, the U.S. Centers for Disease Control and Prevention, the Hawaii Department of Health, United Nations Population Fund, Deloitte, McKinsey, U.S. Attorney's Office, Habitat for Humanity-Japan, and The Carter Center, among others.

Major Gifts

The intern working with the Major Gifts Team will assist in efforts to raise unrestricted and restricted funds by stewarding and cultivating major gifts donors – those who have the capacity to give \$25,000 annually to The Carter Center. This person will play an active role in the stewarding and thanking portions of the donor cultivation process. This may include in person meetings, communication by emails, assistance in event planning, participation in strategy meetings, assisting with donor and prospect research and briefs, communicating internally with staff members, and other duties as assigned. The work environment is fast paced, and computer proficiency and attention to detail are required.

The intern may also provide support for events such as the Board of Councilors Meetings, Conversations at The Carter Center, and Executive Briefing. Because there is the possibility of interacting with potential and current donors, the intern needs to be well versed and up to date on all of the Carter Center's programs. Candidates should be detail oriented, excel at time management, skilled in writing and editing, and computer proficient. Interns will gain experience in proposal and report writing, research, the Raiser's Edge database, and other fundraising activities.

Major Gifts Research

The intern will conduct research supporting the Major Gifts fundraising department at The Carter Center, which is focused on stewarding individual donors to the Center. The research will be primarily focused on finding information on Carter Center donors/prospects. The intern will utilize The Carter Center's donor database Raisers Edge, as well as several other prospect



research databases online in their everyday work. The intern will also assist in various ways with Carter Center events, both in preparation for and during the events.

Peace Programs Development

Interns become part of a team tasked with raising multimillion dollar support for the Carter Center's peace programs. Interns will learn about the Center's leadership in monitoring elections and raising democratic standards globally, innovative approaches to conflict mediation, mobilizing stakeholders in support of human rights, making governments accountable, and responses to regional issues. Responsibilities typically include editing grant reports and proposals; conducting research on prospective donor institutions; writing briefing documents to prepare our team and the Center's executive leadership for high-level meetings with donors; drafting website content; assisting staff with donor meetings; observing the grants management process; drafting correspondence on behalf of Carter Center executives; and completing other writing-intensive tasks. Experience or interest in the fields of democracy promotion, conflict resolution, human rights, and/or access to information is highly desirable. Former interns have gone on to careers at Habitat for Humanity, The Carter Center, and in law, social sciences, and public service.

Estate and Gift Planning

The Estate and Gift Planning intern supports fundraising efforts for the Carter Center's Legacy Circle. This is a giving circle comprised of people who want to support The Carter Center after they pass away. Some Legacy Circle donors remember The Carter Center in their wills, some establish charitable gift annuities, and others create trusts. The intern conducts donor research, prepares materials, writes and edits letters and reports, and keeps database software current. The intern also provides support for events such as Conversations at The Carter Center, Executive Briefing, and Board of Councilors Meetings. Because there is the possibility of interacting with potential and current donors, the intern needs to be well versed and up to date on all of the Carter Center's programs. Candidates should be detail oriented, excel at time management, skilled writers/editors, and computer proficient.

Direct Marketing

The Direct Marketing intern will work closely with the team responsible for raising funds from small sum donors (less than \$1000) through direct mail and online communications. He/she will learn about and assist in the implementation of offline and online mailing, including list segmentation, donor analysis and reports, and copy writing. In addition, the intern will assist in the maintenance of the donor database and research and track how other nongovernmental organizations are marketing their mission via direct mail and online communications. The ideal candidate will have experience with database management, marketing, and/or fundraising.



Principal Gifts for the Middle East, United Kingdom, and Asia

The Principal Gifts intern supports efforts to gather information on donors and prospects for The Carter Center in the Middle East, Asia, and the United Kingdom. These donors and prospects are generally foreign governments, foundations, and wealthy individuals. Interns will gain experience in proposal writing, prospect research, the Raiser's Edge database, and other international fundraising activities. The Principal Gifts intern can be part-time to full-time (20-40 hours per week).

Primary responsibilities include:

- Researching prospective and existing donors in the regions
- Preparing biographies and briefing papers for gift officers and possibly other Carter Center personnel for upcoming trips
- Refining proposals
- Occasional assistance with donor events

Successful applicants will have the following qualifications:

- Strong writing and research skills
- Interest in international fundraising
- Ability to work independently
- Arabic or Chinese language skills are a plus