

Development | Internship

Overview

The Carter Center's Development department is mandated to secure philanthropic revenue that sustains and grows the Center's Peace and Health programs. We do this by identifying, cultivating, soliciting, and stewarding support from individuals, families, foundations, corporations, and bilateral/multilateral funders, in close partnership with Programs, Communications, Finance, and the Office of the CEO. Staff research potential funding prospects and initiate 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.

Development interns 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 Development as a whole, you may choose to indicate in your short essay if you have a preference for a specific team.*

Number of Interns per Semester: 3-4

Potential 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

Development Departments Potentially Requesting Interns:

Institutional Giving (aka Programs Development)

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.

Individual Giving

Annual Fund

The intern working with the Annual Fund will assist in efforts to raise unrestricted funds by marketing through the Ambassadors Circle. They 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 perform other duties as assigned. The work environment is fast paced, and computer proficiency and attention to detail are required.

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 email, assistance in event planning, participation in strategy meetings, assisting with donor and prospect research and briefs, communicating internally with staff members, and performing 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, be skilled in writing and editing, and be computer proficient. Interns will gain experience in proposal and report writing, research, the Raiser's Edge database, and other fundraising activities.



Planned Giving

The Estate and Gift Planning Intern supports fundraising efforts for The Carter Center's Estate and Gift Planning (E&GP) team. Legacy Circle donors support The Carter Center through a variety of planned giving vehicles, including bequests in their wills, charitable gift annuities, charitable trusts, and other complex giving arrangements.

The intern conducts donor research; prepares materials; writes and edits donor correspondence and reports; maintains and updates database records; and provides administrative and programmatic support to the E&GP team in the cultivation and stewardship of the Legacy Circle, the Center's planned giving recognition society. The intern may also assist with events such as Conversations at The Carter Center, Executive Briefings, and Board of Councilors meetings.

Because the intern may interact with prospective and current donors, they must demonstrate professionalism and be knowledgeable and current on all of The Carter Center's programs and initiatives. Successful candidates are detail-oriented, committed to delivering an exceptional donor experience, capable of managing multiple priorities efficiently, strong writers and editors, and proficient with computers and database software.

Leadership Giving International

As an intern with the Leadership Giving International team, you will provide support to a team responsible for engaging individuals, family foundations, corporations, and governments across East Asia, the Middle East, Europe, and Latin America. Interns contribute to funding initiatives encompassing the Carter Center's Peace, Health, and Education programs, gaining valuable experience in prospect research, database management, briefing document preparation, donor communications drafting and review, event support, and other international fundraising activities. Candidates with experience or a strong interest in international affairs and donor relations are highly preferred; proficiency in Arabic, Chinese, French, or Spanish is considered a plus. The Leadership Giving International team operates in a dynamic environment, with gift officers frequently traveling, so a demonstrated ability to work independently and proactively is highly valued.

Primary responsibilities include researching prospective and existing donors, preparing biographies and briefing papers for gift officers and possibly other Carter Center personnel for upcoming trips, refining proposals, and occasional assistance with donor events. Successful applicants will have the following qualifications: strong writing and research skills, interest in international fundraising, and the ability to work independently.



Stewardship and Operations

Development Operations & Stewardship/Research

The intern will conduct research supporting the fundraising department at The Carter Center. The primary focus is on gathering information to support stewarding and soliciting individual gifts to the Center's Ambassador Circle and Major Gift donors. The research intern may also work on projects to support stewarding Programs Health and Peace donors and 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.

Direct Marketing

The Direct Marketing intern will work closely with the team responsible for donor pipeline building at The Carter Center. They will help acquire and retain small-sum donors (less than \$1,000 per year) while inviting qualified donors to join Annual Fund and Planned Giving. They will participate on a team that sets strategy through data analysis, data modeling, and market research. In addition to creative brainstorming, they will assist in campaign quality control: list segmentation verification, data hygiene, and copy and design proofing. They may also assist with administrative duties such as organizing invoices and other files on SharePoint. The ideal candidate will have experience with marketing or fundraising campaigns.

Events - Carter Center Weekend

For 30 years, President and Mrs. Carter took a long weekend retreat with a select group of friends and supporters. Since their passing, Carter Center supporters and staff continue the tradition annually. The Carter Center Weekend is designed as a high-touch, active stewardship opportunity; it is the only fundraiser the Center sponsors. The event is designed to be both educational and entertaining — offering briefings about the Carter Center's programs for global peace and health, fun planned excursions, and leisure time for families to enjoy activities in the local area.

Over the years, Carter Center Weekend has expanded its scope to serve as a vehicle to cultivate new and potential prospects. It offers the Development team multiple opportunities over the year to communicate with their donors regarding donating potential auction items, participating in the event, and sending photographs post-event.

Two auctions — one live and one silent — are curated during the year. Catalogs



are published, and items for both auctions are transported to the retreat location. Held on the last evening, the live auction is the highlight of the weekend. An intern will gain experience in strategic planning and execution of fundraising events.

Hands-on responsibilities would include: maintaining a database inventory to catalog auction items; writing auction item descriptions; researching auction item backgrounds for catalog descriptions; editing/drafting correspondence to potential auction donors; managing photographer photo sessions of auction items for catalog; designing PowerPoint presentations for internal briefings; working with vendors and local printers who produce materials for the event; helping to assemble gift bags and welcome packets for guests; and performing other duties as assigned.