



Donor Prospect Research Internship at Holy Trinity High School

Holy Trinity High School seeks an intern for the Development Office to conduct research of corporate and foundation donor prospects. The intern will help HT build its donor database, identify grant opportunities, help write grant proposals, and assist the Foundations and Corporate Relations Officer with other activities as needed. This internship will provide substantial experience in nonprofit development and management, grant writing, donor prospect research, research methods, fundraising software, and solicitation strategizing, in addition to gaining valuable office experience working in a nonprofit organization.

Duties include, but are not limited to the following:

- Research new foundations/grants to apply for funding
- Research new individual prospects
- Data mine for prospects within HT's database
- Record research results in donor records
- Assist with editing of proposals and reports
- Assist in writing minor proposals and reports
- Assist in drafting briefs on donor prospects
- Help maintain database records

Requirements and Qualifications

- Excellent computer skills (MS Office) and ability to learn new programs quickly (databases, etc.)
- Outstanding attention to detail
- Strong organizational abilities
- Ability to operate standard office equipment (fax, photocopier, etc.)
- Strong writing and verbal communication skills
- Ability to juggle multiple tasks
- Interest in a nonprofit career - particularly development and fundraising