



INTERNSHIP INFORMATION

Access 2 Independence offers unpaid internships to current students and recent graduates interested in learning the inner workings of a nonprofit organization. Interns will be paired with a team member for one-on-one mentorship to gain hands-on experience in their area of interest.

We are looking for organized and creative self-starters who can manage multiple tasks and communicate effectively with a diverse audience. All interns should have a strong work ethic, maintain close attention to detail, and be able to work independently as well as a part of a team.

Applicants must:

- Be available to work 12–20 hours per week during regular business hours in the offices of Access 2 Independence (some weekend or evening hours may be required depending on the specific internship).
- Have excellent verbal and written communication skills and a high level of computer competency.
- Be self-motivated, organized, willing to help with any project no matter how large or small and be able to balance multiple priorities at once.
- Have a strong desire to make a difference, a passion for the mission and vision of Access 2 Independence, a positive attitude, and a sense of humor.

If you meet all of the above requirements and would like to be considered for an internship, please fill out an application. Please be aware that not all positions will be available every semester, and we will begin interviewing select candidates before the application deadlines listed below.

Semester	Application Deadlines	Internship Dates
Spring 2014	Dec 13, 2013	Jan 10–May 2, 2014
Summer 2014	May 2, 2014	May 19–Aug 8, 2014
Fall 2014	Aug 8, 2014	Aug 22–Dec 5, 2014

For more information or to fill out an application, please visit:
www.Access2Independence.org/get-involved/internships

DEVELOPMENT AND FUNDRAISING INTERNSHIPS

2014 Internship Cycle

Event Fundraising and Promotion:

Interns will assist in developing successful fundraising plans to support event goals. The primary focus of this internship will be on the planning and execution of the annual fundraising banquet, however interns in this department will also help Access 2 Independence staff as they organize events to engage donors and community members at all levels. Tasks may include interacting with vendors, sponsors, donors, participants, volunteers and other organizations as needed.

Donor Relations:

Interns will help the Development Team as they work to enhance communications and customer service for donors. Tasks include responding to donor requests, compiling mailings, data entry, donor stewardship, matching gift streamlining and assisting the development team as needed. Interns will support the development team in thanking, cultivating, nurturing and sustaining relationships with every donor that invests in our mission. Interns help donors recognize the vital importance and impact of their giving, which in turn strengthens the donor's ties to Access 2 Independence.

Prospect Management and Research:

Interns will assist the Access 2 Independence's efforts to empower all people with disabilities in the Eastern Iowa Corridor by supporting the organization's efforts to secure large individual donor investments in our mission. Tasks include: working to identify individuals, companies and/or foundations capable of making significant gifts, and to assist with the strategy development and cultivation of these relationships, including but not limited to preparing materials and proposals.

Interns will assist with various projects that support Access 2 Independence's development department, including but not limited to: conducting necessary research on possible individual, corporate or foundation prospects, and updating information in the donor databases.