

## Internship Description

**TITLE:** Development Internship

**LOCATION:** New York, NY

### THE POSITION:

Do you want to end overdose? Do you want to work for a dynamic organization committed to promoting the health and dignity of individuals and communities who are affected by drug use? Harm Reduction Coalition is seeking just that, an energetic, detail-oriented self-starter to support its Development team.

The Development Intern will assist Harm Reduction Coalitions Development Team by working on a wide range of fundraising activities.

The ideal candidate is an individual who enjoys a fast-paced environment and is a team player that is flexible, resourceful, and detail-oriented.

### ORGANIZATION DESCRIPTION:

Harm Reduction Coalition is a national advocacy and capacity-building organization that works to promote the health and dignity of individuals and communities who are affected by drug use. With offices in New York and California and expanding to DC, we advance harm reduction policy and practice through five core programs:

1. harm reduction policy and advocacy;
2. national training and capacity building initiatives;
3. national and regional conferences;
4. publications and resources, and;
5. technical assistance on overdose prevention education, hepatitis C prevention and treatment, syringe access expansion, and the US opioid crisis.

Collectively, these core programs work toward our North Star Statement: **Harm Reduction Coalition creates spaces for dialogue and action that help heal the harms cause by racialized drug policies.**

### DUTIES AND ACTIVITIES:

- Research current and prospective foundation funders, individual donors, and event guests
- Assist with the production of mailings, including fundraising appeals, acknowledgment letters, grant reports, and membership benefit packages
- Participate in strategic planning by preparing donor reports for senior staff members and Board members
- Assist in planning donor cultivation events
- Maintain accurate records on gifts and donors in central database

**REQUIREMENTS:**

- Strong communication skills, both written and verbal
- Strong research skills
- Detail and deadline oriented
- Basic level of computer and Internet literacy, including Microsoft Word, Excel, and Google Suite as well as an aptitude for learning new computer applications
- Experience working with databases a plus
- Ability to handle multiple projects simultaneously
- A team player that is flexible, resourceful, and detail-oriented
- Ability to work both independently and as part of a team
- Understanding of HRCs mission, programs, and confidentiality
- Interested in fundraising, nonprofit management, public administration, or a related field
- Demonstrated experience in harm reduction, development, communications, fundraising and/or research
- Available 3-5 days per week (flexible hours)
- Minimum commitment of six month

**Salary Range:** Unpaid Internship

**Supervises:** n/a

**REPORTS TO:** Director of Development

**Status:** Unpaid Internship Full-time, exempt (or part-time, non-exempt)

**Travel:** n/a

**TO APPLY:** Please email a cover letter and resume to [resumes@harmreduction.org](mailto:resumes@harmreduction.org). Subject line should read: "Development Intern position – last name". The attachments should adhere to the following naming convention: "Lastname, Firstname\_Cover Letter." Only qualified applicants will be contacted for an interview. No phone calls or visits please.

**People with lived experience of substance use, incarceration, homelessness, and/or sex work; people of color, women, and members of the LGBTQIA+ communities; and people living with HIV/AIDS and/or hepatitis C are strongly encouraged to apply.**

**DEADLINE:** March 29, 2019