



www.irisct.org



33 Dixwell Avenue #380



New Haven, CT 06511

203.562.2095



Development Intern – Development Dept.

Location: Hybrid on-site/remote, New Haven CT

Start Date: August 31, 2026

End Date: TBD

Time Commitment: 10–15 hours per week, minimum one semester (12 weeks). Preferred availability to be arranged with supervisor.

Supervisor: Amina Majeed (Annual Fund Officer)/ Raymond Hagan (Development Associate)

Compensation: This is an unpaid internship. Students may be able to receive academic credit depending on their institution.

About the Role

This internship supports the Development team's day-to-day fundraising operations, with a focus on donor relations, database accuracy, and gift processing. By keeping donor records accurate and gifts processed and acknowledged promptly, the role directly supports the trust and stewardship that sustain IRIS's fundraising efforts. Interns play a key role in advancing the organization's mission by ensuring every donor feels seen, thanked, and accurately represented in our systems.

Key Responsibilities

(In addition to the following, all interns are encouraged to assist in tasks promoting IRIS events to individual networks)

- Manage the department's general email account, forwarding messages to appropriate staff as necessary.
- Assist in responding to donor requests and general inquiries.
- Maintain the accuracy of constituent records in the CRM database, including updates to personal information, contact details, and communication preferences.
- Ensure constituents are coded appropriately and that mailing lists are updated regularly.
- Assist with gift entry and gift acknowledgement processes.
- Maintain the electronic filing system for gift documentation and gift acknowledgements.
- Support other development and fundraising projects as deemed necessary by the Development team.

Qualifications

Required

- Strong attention to detail and comfort working with data and recordkeeping systems.

- Excellent written and verbal communication skills.
- Reliability, professionalism, and respect for donor confidentiality.
- Currently enrolled undergraduate or graduate student.

Preferred

- Prior experience with a CRM or database system (e.g., Donor Perfect, Salesforce, Bloomerang).
- Interest in nonprofit management, philanthropy, or donor relations.
- Proficiency with Microsoft Excel or Google Sheets.
- Experience supporting refugees, immigrants, or other culturally diverse populations.