



Development Intern

About Us

The mission of The Center – Pride Center San Antonio is to serve the lesbian, gay, bisexual, transgender, and HIV communities by connecting them and their families to community resources and organizations related to health, wellness, support, education, activities, and advocacy.

Environment & Culture

There's a lot of laughter in the office, and yet we take our work very seriously. We are informal but work with a high degree of professionalism. We work hard, care a lot about details, and work both independently and as part of a team. If these seem like impossible contradictions, then you might not like us. If this makes sense, we might be the right place for you.

The Development Intern plays a key role in growing our funding base. We are looking for an enthusiastic, committed individual who is excited to join a hard-working, mission-driven team.

This job is perfect for someone who is highly organized and who enjoys behind-the-scenes work in support of a great cause. It offers the opportunity to become deeply engaged with fundamental processes of organizational development. It is an excellent career-enhancing opportunity for someone who is interested in beginning a career in fund development.

The Development Intern is responsible for assisting with coordinating sponsorship proposals and reports; writing and supervising our mailings; management and maintenance of our donor and exhibitor databases; and tracking and compiling data related to funding streams.

The Development Intern also assists in the management of fundraisers, such as our annual Icon's Brunch and other fundraisers. This involves creative planning as well as detailed and organized project management and execution.

This is a challenging position. You will have to juggle many different tasks, and will develop a wide range of skills. This person will be in a position of significant responsibility. It will be an



outstanding learning opportunity, and a chance to make an enormous impact on the San Antonio LGBTQ+ Community by raising funds to support the work of Pride Center San Antonio.

Responsibilities

Individual Donors: Maintain our database of supporters and assist in correspondence with these supporters. Assist in creating reports, including occasional analysis of trends. Improve systems for tracking donations and donor information.

Sponsorship & Ad Sales: Coordinate event sponsorships and Magazine Ad Sales. Participate in researching new potential funding sources.

Supervision: Participate in the recruitment of volunteers. Oversee all development-related volunteers, including those during Special Events.

Communications: Assist in coordinating an e-newsletter to our email list via Every Action, provide input on language for appreciation correspondences and assist with donor appeal communications.

Development Strategy: Help develop short- and long-term fundraising strategies for the organization.

General: Assist in general office management tasks.

Outreach: Represent Pride Center San Antonio at various community events.

Collaboration: Working with professionals through Catch a Fire to execute various tasks and objectives.

Qualifications

Required

Exceptional writing and excellent oral communication skills

Highly organized, thorough, and detail-oriented

Ability to multi-task and manage several projects at once

Solid professional computer experience with Word, Excel, and internet tools



Strongly Preferred

Sponsorship sales experience

Professional and/or personal experience with the LGBTQ+ Community

Advanced computer knowledge of Excel/Word

Desktop publishing experience, especially with Canva, InDesign, Photoshop, and Illustrator

Project management experience

People management experience

Event management experience

HTML/Website maintenance experience

Are you a good fit?

We have a very specific philosophy of how we do our work and require people to be a good fit, so please read this section carefully. We need people who are hard-working and consistent.

Listening skills and the ability to think critically and sensitively are extremely important. We are looking for open-minded people who are comfortable giving and receiving feedback. Having a strong sense of one's personal strengths and weaknesses as well as high standards of professionalism are required. The right person should have a high degree of initiative, and the ability to work productively in a sometimes-chaotic environment. We value individuals who are excited to contribute concrete ideas to improve organizational systems.

Additional Information

Compensation: Stipend

Job hours: This is a part-time internship. Anticipated hours are up to fifteen (15) hours per week, Monday through Saturday, from February through June & July through November, with a possible option to extend. The position will require additional hours when needed. Some afternoon meetings may be required. The position requires extra hours of work the day prior to and the day, to include weekends, of fundraising events.

Pride Center San Antonio values the leadership of Black, Indigenous, people of color and LGBTQ+ individuals, and strongly encourages people of all traditionally underrepresented identities to apply. No applicant will be discriminated against because of race, color, sex, sexual orientation, gender identity or expression, age, religion, national origin, disability, ancestry,



marital status, veteran status, medical condition or any protected category prohibited by local, state or federal laws. The Center is committed to the full inclusion of all qualified individuals. As part of this commitment, The Center will ensure that persons with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact us at hiring@pridecentersa.org.

Application Process

Please submit the following to hiring@pridecentersa.org

- Cover letter: All candidates are strongly encouraged to develop a cover letter that describes how their qualifications, experiences and past successes intersect with The Center's goals for this position.
- Resume/CV

Emails should have the subject line “Development Intern” and all attachments must be received; incomplete applications will not be considered. Due to the anticipated volume of applications only principal, qualified candidates will receive a response. All questions should be sent by email; no phone calls to The Center directly.