



Derived from the Spanish word for advancement or progress, AVANCE is a nonprofit organization dedicated to unlocking America's potential by strengthening low-income, Spanish-speaking families through dual-generation, innovative early childhood and parenting education and support services.

AVANCE-Austin is seeking a **Development Intern** for the spring semester to assist the development team in the organization of fundraising materials. The specific areas of work include donor relations, special events, and volunteer management. The Development Intern should expect to build an interdisciplinary perspective of a nonprofit environment, while collaborating with a fun, nurturing staff.

**Job Responsibilities:**

Donor Relations:

- Maintain donor records in the fundraising database
- Oversee acknowledgement letters and mailings
- Participate in donor research and recruiting process

Special Events:

- Assist in preparation and organization of materials for Amplify Austin campaign
- Organize vendors and in-kind donors for the annual program Graduation ceremony
- Research and coordinate third-party event and profit-sharing relationships

Other:

- Collaborate with Development Director & Development Associate to produce engaging social media posts
- Assist in supervision of in-office volunteer/community service groups and activities
- Recruit and secure in-kind relationships with local businesses

**Eligibility Requirements:**

College Sophomore, Junior, and Senior applicants from Liberal Arts, Business, Communication, or similar disciplines are welcome to apply. Must be able to commit 10+ hours/week in an office setting with reliable transportation. Proficiency in Spanish and previous office-environment experience is preferred but not required.

To apply, submit a cover letter and resume to Melinda Gonzales Boe, Development and Communications Director, at [mboe.aus@avance.org](mailto:mboe.aus@avance.org).