



Development Intern

Nashville International Center for Empowerment, established in 2005, is a nonprofit 501(c)(3) community-based organization dedicated to ensuring refugees and immigrants achieve their full potential now and for generations to come.

Title of Position: Development Intern

Purpose: Nashville International Center for Empowerment (NICE) serves refugees, asylees, and immigrants from all over the world coming the Nashville area. NICE serves this population by providing assistance with resettlement, employment, education, health, mentorship, and other community resources. The Development Intern will be a self-motivated individual who is an excellent verbal and written communicator and is interested in grant writing, nonprofit sector work, fundraising, public relations, and/or research. This intern will contribute their time, skills, and expertise and in exchange will gain experience in event planning, community relations and fundraising.

Commitment: Minimum of 15 hours per week; consistent availability Monday—Friday between 9am-5pm; some remote work may be permitted; specific schedule to be negotiated with supervisor.

Duties:

- Research, write, edit and submit grant applications and reports
- Attend local donor meetings with Director of Development and CEO
- Provide follow up materials to donors on timely basis
- Help secure gifts from new and current donors
- Help manage the development of event materials (brochures, posters, invitations, etc.)

Training: Attend an initial orientation meeting with the program manager. Attend ongoing training as required by the supervisor. Participate in mid-semester and end-of-semester performance evaluations.

Location: 417 Welshwood Drive, Nashville, TN 37211 (others as specified by supervisor).

Supervisor: The Development Intern will report to the Director of Development and support the Development department staff.

To apply, please fill out the Internship Application, and direct any questions to the Volunteer & Training Coordinator at volunteer@empowernashville.org.