Job Title: Development Associate (Intern/Unpaid)
Reports To: Development and Community Relations Manager

Position Summary

The Development Associate plays a key role in supporting the fundraising and donor engagement efforts of Meals on Wheels. This position works closely with the Development and Community Relations Manager and other team members to implement development strategies, maintain donor records, coordinate fundraising campaigns and events, and help steward relationships with donors and supporters.

Key Responsibilities and Tasks

Donor Management, Communications & Fundraising Support

- Support the implementation of individual giving campaigns, including direct mail, online fundraising, and major donor outreach
- Draft donor communications, including newsletters, email updates, and social media posts related to fundraising
- Support grant applications by gathering required documentation, updating organizational information, and maintaining a grant calendar
- Assist in donor research and prospect identification
- Help ensure consistent branding and messaging in all development-related materials

Administrative & General Support

- Maintain the development calendar, tracking key deadlines and deliverables
- Generate reports for internal use and Board meetings
- Collaborate with program and finance staff to support cross-functional initiatives

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Qualifications

- Strong writing, communication, and organizational skills
- Experience with donor databases/CRM systems (helpful)
- Comfortable using Microsoft Office and Google Workspace; experience with email marketing tools a plus
- Ability to manage multiple tasks and meet deadlines with detail
- A team player who is flexible, proactive, and mission-driven

Preferred Attributes

- Passion for food security or related nonprofit/social justice causes
- Experience with donor stewardship
- Understanding or strong desire to learn fundraising principles and donor relations best practices
- Bilingual/multilingual skills a plus

Time Commitment

- This internship is designed to be flexible and scalable to align with the student's degree program or academic credit requirements. The optimal range is approximately 8–15 hours per week, totaling 120–225 hours per semester, with final scheduling to be determined in coordination with the student and their academic advisor.
- Most work should be completed Monday through Friday during general business hours, to ensure access to program staff and timely client communication. The position will be **primarily remote** following initial training, though office space and on-site work hours can be made available if preferred or required.

MEALS ON WHEELS WEST
Delivering More Than a Meal