



Development and Fundraising Intern - Down Syndrome Indiana

Contact: Lisa Wells, Executive Director: executivedirector@dsindiana.org

Location: Indianapolis, Indiana

Organization: Down Syndrome Indiana, Inc. (DSI)

Description: DSI is seeking a Development and Fundraising Intern to assist with grant writing. This internship would last for an entire semester. Interested students will need to complete an application and interview if selected. This is an unpaid internship.

Qualifications: An ideal intern would be familiar with grant writing, possess excellent written and oral communication skills, and have a passion to work on behalf of individuals with disabilities.

If you are interested, please submit cover letter and resume to Lisa Wells, Executive Director at executivedirector@dsindiana.org. More information available at: <http://www.dsindiana.org/employmentopportunity.php>.

Down Syndrome Indiana, a 501(c)(3) is dedicated to enhancing the lives of individuals with Down syndrome. The Development and Fundraising Intern would report to Lisa Wells, the Executive Director. Duties for this internship opportunity would include:

- Work closely with various applications for grant funding
- Utilize philanthropic or nonprofit management skills
- Help manage team communications including emails, social media posts, etc.
- Organize excel spreadsheets and documents
- Other duties as assigned.

Qualified candidates must be able to meet and talk with individuals with intellectual disabilities and their loved ones. Candidates must have availability primarily during weekday business hours (8:30am-2:30pm, Monday through Thursday).