



Part-Time Paid Internship Opportunity: Development Department

The Associate Alumnae of Douglass College (AADC), located on Douglass campus, is seeking an intern who will work with our Development Department. The intern will play a key role in supporting the team in the following projects:

- Supporting the telefund program for the fall appeal (e.g., data analysis, updating Donor records, conducting calls, etc.)
- Designing the social media strategy for the annual appeal in partnership with the Associate Director of Annual Giving
- Researching prospective grant makers
- Supporting the Director of Development and Associate Director of Annual Giving with designing fundraising communications strategies, associated collateral and updating the team calendar
- Providing support with development mailing assembly and distribution

This role is a critical support role and strong resume builder. The ideal candidate possesses strong skills in oral and written communication, research, and project management; fundraising experience is a bonus.

This is an exciting, valuable professional development opportunity with real-world experience for a future woman leader looking to work in the nonprofit sector.

Flexible hours for up to 8 hours per week for 10 weeks per semester, subject to renewal.

Stipend commensurate with part-time hours and tasks. Please submit a brief cover letter and your LinkedIn profile to Rachel Bellamy, Director of Development, at

rbellamy@douglassalumnae.org.

About Us

The Associate Alumnae is an independent 501(c)(3) organization. The AADC develops and promotes connections among Douglass alumnae by providing programs, services, networks, and lifelong learning opportunities that represent the interests and needs of our world-wide network of diverse alumnae.

Dated August 2026