



|            |                       |                  |   |
|------------|-----------------------|------------------|---|
| Job Title: | Development Intern    | Job Category:    | Paid internship, part time (10 hrs/wk)                |
| Location:  | Seattle, WA or remote | Travel Required: | Vancouver, WA – Oct 2023<br>Lusaka, Zambia – Jul 2024 |

Job Description:

**About Alliance for Children Everywhere**

Alliance for Children Everywhere (ACE) is a faith-based nonprofit organization that helps Zambian mothers and caregivers raise safe kids, grow strong families, and build sustainable communities. Our U.S.-based team supports Zambian-led programs as ACE Zambia, an internationally recognized leader in family-based programs and child welfare within Southern Africa. We also provide consulting services in Southern Africa as ACE Transition Partners for institutions seeking to transition to family-based care.

**About the Vision and Call Internship Program**

The [ACE Vision & Call Internship Program](#) will offer two ten-month, part-time internship opportunities to young Christian changemakers (ages 20-25) beginning in Fall 2023. The Program seeks to empower emerging leaders who are called toward global development and intercultural ministry. Interns will develop their professional skills and sense of call within the context of supportive mentorships, diverse donor communities, and international partnerships culminating in a capstone program visit to Lusaka, Zambia.

**Roles and Responsibilities**

The Development Intern will help to strengthen stewardship, cultivation, and outreach efforts between ACE and U.S.-based foundations, church partners, and individual donors. The ideal candidate for this position has completed or is completing a degree in Public Relations, Nonprofit Administration, Global Development, or Organizational Leadership. The Development Intern reports to Rowena Harper, Operations Assistant.

**Learning Opportunities**

- Collaborate with the development team to communicate with donors in a personal, strategic, and seamless manner
- Conduct prospect research for improved donor segmentation and outreach opportunities

- Support information tracking processes related to donor acknowledgement
- Train and develop proficiency in DonorPerfect fundraising software, Constant Contact email marketing software, and Microsoft Excel spreadsheet software
- Other tasks as assigned

## **Selection Criteria**

The Development Intern will be selected based upon a mutual discernment process between ACE staff and candidates. ACE is an Equal Opportunity Employer that seeks to build a diverse workforce reflecting the varied gifts of the body of Christ. ACE mentors welcome a diverse pool of qualified applicants and will carefully consider the following criteria during the interview and selection process:

- Expresses a desire to play a part in God's work in the world
- Alignment with ACE's [mission and vision](#), the M.J. Murdock Charitable Trust's [Vision and Call Program](#), well as the roles and responsibilities associated with the position
- The candidate demonstrates the maturity, curiosity, and motivation to further explore their vocation within the context of the Program
- The candidate is prepared to sustain a part-time position as intern for the duration of eleven months with the support and guidance of ACE mentors

Candidates will furnish a resume, two individual recommendations, and a one-page written statement of purpose that addresses the questions, "What do you hope to gain from this Program? And what do you hope to give?". Send application materials to the ACE Operations Assistant, Rowena Harper at [Rowena@childreneverwhere.org](mailto:Rowena@childreneverwhere.org).

## **Compensation**

Monthly stipend is \$840, paid bi-weekly with additional stipends for travel and professional development.