

Position: Development Intern

Reports to: Director of Development

Duration: July-September, 10-15 hours per week (dependent on availability)

Compensation: Stipend equivalent to \$15/hour

Organizational Overview:

In 1969, the Committee for Legal Abortion in Missouri formed with the goal of “persuading our legislators to respond to the people’s wish for a more liberal abortion law.” Over the following decades, our name would change several more times, including when Pro-Choice Missouri disaffiliated from NARAL Pro-Choice America in 202, but our work would not. Pro-Choice Missouri’s mission is to foster and sustain a Midwest movement for control of our bodies, lives, and futures. We envision a world with stigma-free abortion access and reproductive freedom for all. With 60,000+ members, we are the largest statewide organization working exclusively on reproductive rights issues.

General Role Description:

The Development Intern will support PCM's development and engagement activities during this critical moment in the nationwide movement for abortion access. The primary project of this internship will be supporting PCM's annual gala fundraiser. Our annual gala is an opportunity to celebrate Pro-Choice Missouri's work and the generosity of our supporters, hear from inspiring speakers, present awards to champions of reproductive freedom in our community, and raise critical funds to rebuild abortion access in Missouri. The Development Intern will play an integral role on the team of staff and committee members who plan and execute this event. Reporting to the Director of Development, the Development Intern will assist with many of the logistical and administrative aspects of this major fundraising event. This year, our gala will take place on Friday, September 29th, at .ZACK in St. Louis City. Other skills the intern will have the opportunity to develop include: volunteer coordination, database management, public speaking, working with vendors, and donor engagement.

Responsibilities:

- Manage the registration process and guest list
- Assist with logistical aspects of securing individual and corporate sponsors
- Manage the process of obtaining guest information from sponsors
- Place orders for decorations, supplies, merch, etc.
- In partnership with the Auction Chair, serve as staff liaison for the silent auction process
- Participate in turnout phone-banks and text-banks
- Coordination with event vendors as needed
- Create event slideshow(s)
- Coordinate volunteers, in partnership with the Organizing Team
- Pull database lists for outreach and communication purposes
- Other Gala responsibilities as assigned

- Other Development Department responsibilities as time permits

Qualifications:

- Commitment to liberated abortion access and reproductive freedom
- Strong verbal and written communication skills
- Strong organization skills
- Proficient with Microsoft Word, Excel, and PowerPoint
- Proficient with Google Suite
- Experience with donor database software a plus (e.g. EveryAction, DonorPerfect, Blackbaud, Salesforce)
- Previous event planning experience a plus

Additional Information:

- Pro-Choice Missouri offers a hybrid remote/in-person work environment. Our office is located in St. Louis; some travel and/or in-person work required

To apply: Submit a cover letter and resume to jobs@prochoicemissouri.org.

Deadline to apply is Tuesday, June 6th, 2023

Pro-Choice Missouri values and respects diversity in its many forms: race, ethnicity, national origin, ability, class, faith, age, gender identity, sexual orientation, and experience. We welcome a broad array of applicants. Inclusivity is important to our mission and daily work.

Pro-Choice Missouri is an equal opportunity employer and does not discriminate on the basis of race, color, religion, national origin, gender, age, sexual orientation, gender association, gender expression, marital status, military status or physical or mental disability.

The Pro-Choice Missouri team is committed to protecting our team and our community. All applicants must be fully vaccinated against Covid 19. Reasonable accommodations will be considered.

THIS JOB DESCRIPTION IS NOT INTENDED TO BE A COMPLETE LIST OF ALL RESPONSIBILITIES, DUTIES, OR SKILLS FOR THIS POSITION AND IS SUBJECT TO REVIEW AND CHANGE IN ACCORDANCE WITH THE NEEDS OF THE ORGANIZATION