



T E X A S
Alliance for Life
Changing Hearts, Saving Lives

FINANCIAL DEVELOPMENT INTERNSHIP

Internship Description

Posted March 23, 2010

Texas Alliance for Life (TAL) is a statewide, nonpartisan, nonprofit organization based in Austin. TAL is committed to protecting innocent human life from conception through natural death using peaceful, legal means. Applicant must passionately share these views.

Job Title: Assistant to the Development Director
Hours: 10–20 hours per week
Flexible hours
Availability: Ongoing, all year
Salary: Volunteer
Course Credit: Yes
Location: 2026 Guadalupe St., Austin, TX 78705
Contact: Please email resume to Marie Dahlmann
at marie@texasallianceforlife.org
or mail to: Texas Alliance for Life, 2026 Guadalupe St., Austin, TX 78705

Essential Job Functions:

- ◆ **Must be willing to keep donor information confidential**
- ◆ Assist in the scheduling and planning of fundraising events
- ◆ Assist in recruiting volunteers to staff events
- ◆ Answer phones
- ◆ Assist with development of solicitation letters
- ◆ Assist with phone calls to collect donations
- ◆ Assist with scheduling donor meetings
- ◆ Assist with scheduling church solicitation meetings
- ◆ Assist with event coordination and implementation
- ◆ Assist with donor giving capability research
- ◆ Assist with the preparation of grant requests

Skills (Proficiency / Ability to Learn):

- ◆ MS Word and Excel
- ◆ PowerPoint
- ◆ Database
- ◆ Good people skills
- ◆ Strong language skills (write/edit/proof) copy for solicitation letters