



**SHADHIKA**

When she leads, change follows

Shadhika exists to inspire a culture shift in India by ensuring every young woman is empowered to realize her full potential. Investing from adolescence to adulthood, we partner with local women-led organizations to ensure these young women can make their own decisions, succeed in school, contribute to the economy, and transform their communities. One young woman at a time, our bottom up approach is creating a generation of young women leaders, each of whom lifts up a generation beside and behind her. Their success creates a groundswell of change that starts in India and ripples around the world. Visit [shadhika.org](http://shadhika.org) to learn more.

Title:	Fundraising and Development Intern
Position Summary	The Fundraising and Development Intern reports to the Director of Operations and works closely with the Development Coordinator, Shadhika staff, donors, and board members to provide support for the operational side of Shadhika's fundraising efforts. They will be responsible for helping research prospective donors, process donations, assisting in the coordination of events, and administrative tasks as needed. They will have excellent attention to detail, writing and research abilities, and computer skills with experience in using, or a willingness to learn how to use, Salesforce to help Shadhika grow our development efforts. This is an excellent opportunity for anyone looking to start a career in fundraising or is interested in working for a small international development organization.
Job Description	<ul style="list-style-type: none"><li>• Conduct prospect research on potential donors, corporations, and foundations, and brings prospects to weekly sales meetings</li><li>• Supports stewardship of donors and acknowledgment of gifts through handwritten notes, emails, phone calls, and video platforms</li><li>• Processes donations by entering them into Salesforce and internal Shadhika donor management system, in addition to managing other donation platforms such as MobileCause and Global Giving</li><li>• Assist the Development Coordinator and additional Shadhika staff with event coordination as needed</li><li>• Assists in identifying and drafting grant proposals</li><li>• Coordinates direct mail and Annual Report mailing</li><li>• Cleans current Salesforce data to ensure accurate reporting</li><li>• Mailing donor and stakeholder packages</li><li>• Checks mail at Posner Office</li><li>• Other duties as assigned.</li></ul>
Qualifications	Shadhika is looking for a team player who will thrive in a small international NGO environment and bring organization, diligence, and interpersonal skills to support the board and staff of Shadhika in executing our fundraising activities in order to meet our revenue goals.



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	<p>You will be enthusiastic about finding new solutions to improve how we use our donor database to inform our stewardship strategies and tactical decisions.</p> <p>You will be detail-oriented and able to complete your work independently as we are a small team spread across Colorado and India.</p> <p>You will support and affirm our feminist and human rights approach, aligning your contributions, decisions, and behavior accordingly. You will have a burning passion to achieve gender equality in India.</p>
Overview	<ul style="list-style-type: none"><li>• Location: At the Posner Center for International Development in Denver once per week and remote</li><li>• Hours Per Week: 8-10 hours/week. We are flexible and can create a work schedule that meets your needs and goals. Early mornings or late evenings may be necessary to interact with staff members in India.</li><li>• Compensation: \$ 15 hourly</li></ul>
Benefits	<ul style="list-style-type: none"><li>• Ongoing professional development and collaboration with individuals working in international development</li><li>• Learning about community-centric fundraising and trust-based philanthropy in a leading organization in these movements</li><li>• Monthly learning sessions with staff</li><li>• Weekly team meetings with the India team to learn about the work on the ground</li><li>• Access to member-only events and networking opportunities through the Posner Center for International Development</li></ul>
Application Guidelines	<p>Please send the following to <a href="mailto:hr@shadhika.org">hr@shadhika.org</a>:</p> <ul style="list-style-type: none"><li>• Resume</li><li>• Cover letter</li><li>• A statement about why investing in gender equity matters to you to</li></ul>