



## **JOB DESCRIPTION**

**TITLE:**                   **Development and Grants Intern**

**DEPARTMENT:**       Development and Grants

**JOB SUMMARY:**     The Development Intern at Tacoma Community House (TCH) plays a pivotal role in supporting the organization's mission by contributing to the execution of special events and grant writing initiatives, both within the agency and in collaboration with community partners. This unpaid internship offers a unique opportunity to gain hands-on experience in event planning, fundraising, and community engagement.

### **KEY RESPONSIBILITIES:**

- Assist in the planning and execution of special events aimed at raising funds and awareness for TCH and its programs.
- Supporting grant writing efforts by conducting research, drafting proposals, and compiling necessary documentation.
- Collaborating with community stakeholders to organize events and initiatives that benefit the individuals and families served by TCH.
- Managing databases to ensure accurate and up-to-date records of donors, supporters, and other relevant contacts.
- Processing gifts and acknowledgements in a timely and professional manner to cultivate donor relationships.
- Assisting in outreach and awareness-raising efforts, with a focus on engaging local businesses and fostering community partnerships.
- Other duties as assigned.

### **QUALIFICATIONS & SKILLS:**

- Experienced, take charge professional with an outgoing personality and a love for special event management.
- Detail-oriented with a high level of accuracy.
- Excellent writing, proof-reading, public speaking, and presentation skills.
- Excellent computer skills with proficiency in Microsoft Word, Excel, PowerPoint, and mail merges.
- Ability to work independently and in a collaborative team environment.
- Ability to establish rapport with diverse groups of people across the community from different social, cultural, economic, and educational backgrounds
- Broad knowledge of the local and regional philanthropic and business communities.
- Ability to occasionally work a flexible schedule that may include evenings and weekends.

### **PHYSICAL REQUIREMENTS & WORK CONDITIONS**

While performing the duties of this job, the intern is *regularly* required to:

- Traverse throughout the community, often in both indoor and outdoor settings
- Remain in a stationary position for extended periods of time
- Operate a computer and other office equipment, such as copy machine or calculator
- Traverse around the building from one room to another
- Access files and/or supplies in cabinets and/or drawers close to the ground
- Communicate with coworkers and with clients whose primary language may not be English
- Review electronic and physical data for accuracy

While performing the duties of this job, the intern may *occasionally* be required to:

- Transport boxes up to 20 pounds at a time
- Access files and/or supplies in tall cabinets
- Use metal fasteners in file folders

**This internship offers invaluable experience for individuals interested in non-profit development, event planning, and community outreach. The ideal candidate is organized, detail-oriented, and passionate about making a difference in the lives of others.**

---

### **We Are a Welcoming Workplace**

Diversity, Inclusion, Empowerment, and Belonging are an integral part of who we are – our history, our culture, and our identity. These values lead us in our operations as we strive to build and nurture a workforce that reflects the communities we serve and connects to each other in our dedication to equity and social justice.

---

**Tacoma Community House (TCH) is committed to increasing the diversity of its staff and clients and to strengthening sensitivity to diversity throughout the agency. In our relationships with staff, our participants, and our community, TCH does not discriminate on the basis of race, color, sex, religion, creed, age, national origin, marital or military status, sexual orientation, gender identity, the presence or perception of any sensory, mental, or physical disability, genetic information, or any other status or characteristic protected by local, state, or federal law. Applicants in need of accommodation are encouraged to call (253) 383-3951.**

**Tacoma Community House is an equal opportunity employer.**