



## Development Intern

The American Civil Liberties Union of Tennessee (ACLU-TN) is the state's guardian of freedom. We work in the courts, at the legislature and in communities statewide to promote and protect the individual rights guaranteed by the Constitution.

The ACLU-TN's Development Department is responsible for planning, supervising and executing the ACLU Foundation of Tennessee's major gifts program and leading the progression and expansion of the ACLU Foundation of Tennessee's fundraising strategies. The Development Intern serves as a member of the fundraising team, assisting in development operations, receiving mentoring, and deepening her/his knowledge and understanding of the complex and fruitful relationship between philanthropy and social justice.

The development intern's primary responsibility will be to work with ACLU-TN's Development Department on a variety of projects.

### Possible projects include:

- Identify and research potential foundation and corporate donors
- Improve the efficiency and accuracy of ACLU-TN silent auction database through database cleanup as assigned
- Provide logistical assistance to fundraising events and campaigns
- Assist with drafting and distributing development materials
- Assist with donor mailings and event invitations
- Assist at fundraising events as necessary
- Other duties determined by the needs of the Development Department

### Qualifications

- Interest in and commitment to civil liberties and civil rights
- Interest in philanthropy and development
- Strong organizational, writing, and communication skills
- Superior internet research skills
- Must be able to tackle tasks with minimal supervision
- Knowledge of Microsoft Word, Excel, and Access computer programs preferred
- Strict commitment to confidentiality
- Sense of humor

### To apply, please send:

- A cover letter describing your interest in interning with ACLU-TN and why you think you would be a good fit for the organization
- Resume; and
- A list of three references

**By email:** [aclutn@aclu-tn.org](mailto:aclutn@aclu-tn.org)

**Or mail:** ACLU-TN  
Attn: Volunteer Coordinator  
PO Box 120160  
Nashville, TN 37212

Internship applications for this position are accepted year round.

Founded in 1968, ACLU-TN is a private, not-for-profit, nonpartisan organization with over 3,000 members and supporters across the state. We pursue our mission through advocacy, legislative lobbying, litigation and public education.