



Tennessee

ACLU-TN Development Internship

LOCATION

American Civil Liberties Union of Tennessee, Nashville, Tennessee

(Remote positions are available due to COVID-19. Remote positions are also available for applicants living outside of the Metropolitan Davidson County area)

DEPARTMENT

Development

DEADLINE DATE

April 1, 2022, or until the internship is filled

Required Hours Per Week: 20 hours per week for a twelve-week program with a flexible start date

Rate of Pay: \$20 per hour

The ACLU of Tennessee, the state affiliate of the national American Civil Liberties Union, is a private, non-profit, non-partisan public interest organization dedicated to defending and advancing civil liberties and civil rights through advocacy, coalition-building, legal, legislative, community mobilization, and public education initiatives. Our mission is to translate the promises of the Bill of Rights into reality for all Tennesseans.

ACLU-TN has been on the front lines of many struggles for civil liberties and civil rights. As we move into a new era and face dangerous government policies and practices, we remain dedicated to confronting these issues and defending the progress we have made. We continue to successfully pursue cutting edge initiatives on a range of issues, including criminal legal reform, voting rights, policing, fair treatment of immigrants and refugees, LGBTQ equality, religious freedom, freedom of speech, education equity, and reproductive justice.

Position Overview

The ACLU-TN Development Department is launching its first-ever internship program. The program is designed to expose individuals to the full spectrum of donor development and fundraising and provide hands-on experience in the field while also helping to strengthen the department and its mission. The mission of the ACLU-TN Development Department is to fund our organization's work to preserve and advance the civil rights and civil liberties of Tennesseans. We use an integrated advocacy model to ensure collaboration between all departments (Administrative/Operations, Communications, Development, Legal, and Policy), and our work is deeply rooted in anti-racism and centering the voices and needs of impacted communities. The Development Department identifies and activates the full potential of donors by connecting them to our work, making the case for increased and sustained support, and creating long-lasting relationships with our philanthropic base throughout the state.



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The Development Intern will learn about the full spectrum of development activities within ACLU-TN and will work alongside the Development Director to gain experience from an established and dynamic development program. Additionally, the intern will be exposed to valuable professional tools such as Salesforce and other digital platforms that are becoming increasingly ubiquitous in the nonprofit and business setting. The intern will also learn the ins and outs of the ACLU's infrastructure - including administrative and operations policies and procedures – and will be asked to assist with cultivation activities and administrative tasks such as donor events, mailings, and email updates.

Responsibilities

With guidance and mentorship from the Development Director, the intern will work on projects related to their specific learning goals and projects like:

- Assisting with logistics for cultivation and revenue-generating events and brainstorming additional events and opportunities to engage new donors;
- Conducting research using publicly-available information to help the Development Department determine the best way to steward donors and ensure their ongoing support;
- Pulling together written materials about ACLU-TN program and legal work to create compelling, informative materials for donors;
- Optimizing digital donor prospecting and relationship-tracking tools.

Qualifications

Prior experience with donor development and fundraising is not required. Success in this role requires sharp attention to organization and details, strong written communication skills, the ability to prioritize, discretion with confidential materials, willingness to learn and engage with a variety of donors, and a strong belief in the ACLU of Tennessee's work. This role may occasionally require evening and weekend work due to various events.

This internship has the option to be fully remote or hybrid remote/in-office option for Nashville-based candidates. The intern is expected to attend weekly all-staff meetings, weekly Development meetings, and event-centered meetings with other departments. They are invited, but not required, to attend donor strategy sessions with the Development Director and Executive Director.

Please note: this internship is open to both students who are currently enrolled in an undergraduate or graduate program and to people who are not currently enrolled in school but who can apply their unique lived experiences, passion for social justice, and desire to learn more about ACLU-TN's work to our program.

Compensation

The ACLU-TN Development Internship is a 12-week program for Summer 2022 that requires no more than 20 hours per week with a flexible start date. Interns are compensated at \$20 per hour.



HOW TO APPLY:

1. Visit <https://action.aclu.org/volunteer/tn-intern-application-form> and complete the “Intern Application Form.”
2. Create a single PDF or Word document that includes all of the items bulleted below and email it to applications@aclu-tn.org, referencing “Development Internship – Your Name” (ex. "Advocacy Internship – Roger Baldwin") in the subject line.
 - A letter of interest that describes why you are pursuing this internship, your learning objectives, why you would be a good fit, and where you heard about this opportunity
 - Your resume
 - A list of contact info for two to three references, including your relationship to them.

If you do not have access to email, you can also mail your application to:

ACLU of Tennessee
Re: Development Internship
P.O. Box 120160
Nashville, TN 37212

The ACLU of Tennessee is committed to providing reasonable accommodation to individuals with disabilities. If you are an individual with a disability and need assistance applying online, please email showard@aclu-tn.org. If you are selected for an interview, you will receive additional information regarding how to request an accommodation for the interview process.

DEADLINES:

The priority deadline is April 1, 2022.

Founded in 1968, ACLU-TN is a private, not-for-profit, nonpartisan organization with over 35,000 members and supporters across the state. We pursue our mission through advocacy, legislative lobbying, litigation, and public education.

ACLU-TN values an inclusive culture. We encourage applications from all qualified individuals without regard to race, color, religion, gender, gender identity or expression, sexual orientation, age, national origin, marital status, citizenship, disability, veteran status or record of arrest or conviction.