

Title: Development Intern
Reports to: Sr. Associate, Development
Department: Development
Duration of Internship: October 2023 to January 2024
Number of hours: 20 hours/week

About the Organization

Over the years, Upwardly Global has supported thousands of foreign-born skilled job seekers in transitioning from poverty or exclusion to quality, thriving-wage careers through its customized program and holistic approach to integrating skilled immigrants into the US job market. Upwardly Global is a data-driven, innovative organization with a bold vision and a fearless spirit operating out of four major US markets and providing remote services to several parts of the country. It is unwavering in its commitment to a diverse and inclusive culture where every voice matters.

Position Overview

Upwardly Global is grateful for interns who want to learn more about nonprofit development and fundraising. The development intern will support our development work in the following ways:

Duties & Responsibilities

- Review Salesforce contact and account records, removing duplicate accounts and maintaining accuracy of information.
- Review and generate iWave Scores in Salesforce
- Record activity logs for assigned donor portfolios.
- Make updates in Salesforce regarding affiliations, status, etc
- Review and reorganize SharePoint and Google Drive files.
- Act as thought partner in reviewing the Development Team Manual
- Data entry for determined operational processes (i.e. donation processing)

Skills Required

- Experience with Salesforce
- Detail oriented
- Experience with Google suite

Value add for candidate

- Opportunity to learn Salesforce and associated data analysis.
- Opportunity to gain development experience.

Interested candidates should send a resume and cover letter to hr@upwardlyglobal.org with Development Intern in the subject line.