



## **Development Internship**

ArchCity Defenders (ACD) is a holistic legal advocacy organization that combats the criminalization of poverty and state violence, especially in communities of color. ACD's foundation of civil and criminal legal representation, social services, impact litigation, policy and media advocacy, and community collaboration achieves and inspires justice and equitable outcomes for people throughout the St. Louis region and beyond.

ArchCity Defenders envisions a society liberated from systems of oppression where the promise of justice and racial equity is realized; communities where our approach to public safety prioritizes investment in well-being, health, and transformation without relying on criminalization and incarceration; and people living freely in their communities, thriving regardless of their race or income.

ArchCity Defenders is working on broad-based change to the St. Louis region's criminal legal system. One way we advance this agenda is through the use of impact litigation. In order to effectively file and argue civil rights impact cases, it is necessary to have extensive knowledge of legal precedents, state and federal statutes, and county and municipal ordinances.

Although impact litigation has become one effective tool for change, ArchCity Defenders remains dedicated to representing our clients and changing the lives of our clients on an individual basis. To this end, we provide direct representation in housing, elder, consumer, family, criminal, and other areas of the law.

ACD's Development team educates the community about the organization's mission, initiatives, and services; advocates for issues important to our client community; supports the legal work of ACD's staff by providing monetary, in kind and volunteer resources; coordinates with local, national, and international funders; and supports the work of ACD's Communication's team.

ArchCity Defenders is looking for a fundraising research and development intern to join its dynamic and innovative development team. The intern will research and develop relationships for the development department, enter information into our database, and assist with planning and executing events to support our funding efforts.

**Responsibilities:**

- Present innovative communications ideas
- Create written content for events and marketing
- Update development database (Blackbaud)
- Research and produce materials regarding on grant and other funders
- Research and produce materials on possible individual and corporate donors
- Develop weekly summary reports for the Director of Development
- Conduct research on possible donor sources, small business partnerships, venues, mission-aligned celebrities, and corporations
- Attend development update meetings as needed
- Support the mission of ACD and work with staff to support that mission through development activities
- Any other duties as assigned to help the Development team do its best work

**Qualifications:**

- Excellent written and verbal communication skills
- Proficiency with Microsoft Office and CRM (if possible) and curiosity about learning new systems
- Experience or interest in developing relationships with businesses and individuals
- Outgoing personality
- Basic administrative skills
- Excellent interpersonal skills
- Event or fundraiser experience or the desire to learn
- High capacity for problem solving and self-direction and the ability to work independently within time constraints
- Flexible and able to respond appropriately to ACD's changing needs
- Commitment to racial and economic justice and systems change
- Cultural awareness and sensitivity toward diverse populations; awareness of structures of power, privilege, and oppression

Please visit our application links on our [Internships page](#) to obtain more information about internship requirements, application instructions, and application deadlines.

ArchCity Defenders is an equal opportunity employer and strongly encourages applications from people who identify with historically underserved or underrepresented communities, people of color, persons with disabilities, women, LGBTQIA+, and gender non-conforming applicants. ACD encourages applications from all individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, familial status, citizenship, disability, military or veteran status, and record of arrest or conviction.