

## **About Asian Family Support Services of Austin (AFSSA)**

AFSSA is a non-profit organization located in Austin, Texas with a staff of thirty-seven professionals who are passionate about breaking the cycle of violence in Asian and immigrant communities. Through education, advocacy, and self-advocacy, we empower Asian and immigrant survivors of sexual violence, domestic violence, and human trafficking by improving their access to services, and increasing the community's awareness of the various forms of gender-based violence and oppression.

## **Development Intern Position Summary**

The Development Intern assists the Fund Development Manager and Development Team with tracking and analyzing data from donations and philanthropic grants, as well as supporting event planning and other administrative tasks. They are highly detail oriented and motivated to learn about non-profit development and administration.

## **Activities & Responsibilities**

- Attend staff or team meetings in-person and virtually as necessary
- Assist in-office with stewardship communication such as letter printing, envelope stuffing and addressing
- Help as needed with direct fundraising tasks such as phone banking
- Clean mailing lists for mass mailings
- Compile and reformat donation reports for CRM upload
- Seasonally, assist with event planning for AFSSA's annual gala
  - Solicit donations for auction items from businesses
  - Coordinate with the Fund Development Team and Gala Planning Team to track sponsorships, tickets, table seating/arrangement, etc.
- Assist with grant editing, tracking, and reporting
- Maintain privacy of donor information, exercise discretion and judgment in communication
- Other duties as assigned by the Fund Development Manager and Development Team
- Log all hours into AFSSA's volunteer and internship database

## **Required Skills**

- Excellent verbal and written communication skills
- Excellent organizational skills, time management, and attention to detail
- Ability to complete projects independently
- Experience with fundraising preferred
- Proficiency with Microsoft Office Suite, Slack, Asana
- Knowledge of and respect for domestic/sexual violence issues and survivors, Asian cultures
- Eager to learn about non-profit development and administration

## **Position Details**

- 20 hours per week, hours flexible during business hours (8 am – 5 pm)
- Hybrid position with in-person availability required
- Position starting Summer 2025, continuing through Fall and Spring

- Open to UT Work-Study students or students receiving internship course credit
- Position unpaid unless funded by UT [Federal Work-Study grant](#)