



# FUND DEVELOPMENT INTERNSHIP PROGRAM

Program Outline & Application  
Requirements



## **ABOUT GENESIS**

Genesis Women's Shelter & Support is a Dallas-based nonprofit created nearly 35 years ago to provide safety, shelter and support for women and children who have experienced domestic violence. Since opening its doors in 1985, Genesis has been committed to removing every roadblock a woman might face on her journey to an abuse-free life. Genesis Women Shelter's life-changing services include emergency shelter, long-term housing, onsite K-8 school, daycare, access to legal representation and cutting-edge therapeutics. Genesis serves more than 3,700 women and children each year, and relies on the generous support of the Dallas community to continue providing these services at no cost to clients.

## **OBJECTIVE**

The Fund Development Internship Program offers students an opportunity to support the Genesis mission while gaining valuable work experience and earning course credit. Members of the Fund Development team are responsible for securing the majority of the Genesis annual operating budget via special events, grant applications, general donations and community fundraisers. The wide breadth of tasks accomplished by this team offers exposure to a variety of different industries, skillsets, career opportunities, projects, audiences and objectives.

## **STRUCTURE**

Internships last between three and four months, depending on the academic calendar and university requirements. Genesis will cater to the student's schedule and assign mutually beneficial shifts on weekdays between the hours of 9:00 a.m. and 5:00 p.m. Internship supervisor will work with student's professor(s) to fulfill university-specific requirements, meriting the internship for course credit. In lieu of pay, student will receive class credit according to school statutes and significant work experience at a highly-respected nonprofit for resume building.

## **APPLICANT ELIGIBILITY**

Genesis is seeking an adaptable self-starter interested in exploring the various facets of nonprofit fund development and its intersection with marketing/communications, design, event planning and community engagement. Applicants must exhibit a strong desire to learn and a passionate, flexible, team-oriented attitude.

## **LOCATION**

Genesis Women's Shelter & Support  
2023 Lucas Dr  
Dallas, TX 75219  
214.389.7700

## CONTRIBUTION TO STUDENTS

Genesis Women's Shelter offers a rich, immersive internship that provides widely applicable work experience and a competitive edge upon graduation. Listed below are areas of focus in which the intern can expect to learn and grow.

**Career exposure:** When the student first begins, they will meet various members of the Genesis team to learn more about that individual's specific role, background and impact within the organization. From there, the student is encouraged to identify areas of personal interest with their supervisor and outline ways to explore these venues more thoroughly.

**Industry education:** Genesis Women's Shelter & Support is a nationally recognized thought leader in domestic violence. Interns have access to several learning opportunities surrounding intimate partner violence and our system of trauma-informed care. These opportunities include monthly lectures with community experts, weekly open discussions with our clinical team, trainings through our annual conference and more.

**Task management & prioritization:** The fund development team frequently operates under the "all hands-on deck" mentality which requires efficient task management and adaptability. Interns will learn different methods of personal task management and be encouraged to develop their own intentional style of prioritization.

**Interfacing with clients & vendors:** The fund development team is highly active in the community—facilitating third-party events, public outreach, and more. Interns will pleasantly and professionally represent Genesis while interacting with donors, corporate partners and other community members. This practice will expand intern's interpersonal skillset and model ways to create and maintain professional relationships.

**Budgeting:** As a nonprofit, Genesis operates under a strict budget. Intern will have some visibility into the cashflow of the fund development department and learn the various ways of monitoring, tracking and reconciling expenses.

## PROJECTS

Below are descriptions of the team's major functions and the role an intern might be expected to play in each arena. Intern's daily tasks will cater to the team's top priorities at that time. We're looking for a flexible team player to interact within such a broad scope.

**Marketing, Communications & Design:** Genesis relies heavily on our marketing department to spread our message in the community, elicit potential donations and simultaneously communicate to women in need of services. Interns have the opportunity to learn about our marketing campaigns, the unique Genesis voice and its applications, how digital and print design supports those campaigns, and purposefully acquiring analytics to improve our impact in the future.

**Fund Management:** Genesis maintains an extensive database of donor, volunteer and corporate participation. Interns will be trained on how to use the database and assist with data entry and upkeep.

**Special Events:** Intern will assist with the planning, preparation and execution of our annual Genesis special events. Necessary tasks might include assisting in event design, underwriting contract distribution, running errands, donor recognition, interfacing with guests and more. Special events earn a significant portion of our annual revenue and require substantial focus from the fund development team and entire organization at large.

**Corporate Relations & Community Engagement:** We lean on our corporate partnerships for ongoing donations and increasing awareness in the community. Genesis regularly hosts events for corporate engagement and education which interns can expect to help organize and execute.

**In-Kind Donations:** The DFW community generously supports Genesis by donating new items for use at our residential facility and as gifts to our clients. This includes everything from basic necessities (such as snacks, soap and clothing) to special treats (like free oil-change services, designer makeup, haircuts, and more). Interns will assist in the inventorying of these items, recording of donor participation and preparing the pieces for distribution.

**Volunteer Management:** We have a spectacular group of volunteers who kindly donate their time and efforts to promote the Genesis mission. Setting these groups up for success with the right materials, resources and information is critical. Interns will assist the volunteer manager in prepping volunteer stations for maximum efficiency and an enjoyable experience for volunteers.

## HOW TO APPLY

Please send resume and cover letter to Amy Norton, Chief Development Officer, at [anorton@genesishelter.org](mailto:anorton@genesishelter.org) using the subject line "Fund Development Internship Applicant."