



Development Intern

Position Summary

The LGBT+ Center Orlando is seeking a dedicated and detail-oriented Development Intern to strengthen our fundraising efforts. This role will be responsible for streamlining donor acknowledgement systems, cultivating and researching potential corporate sponsors, and working with our Marketing team to identify client stories to use for year end campaigns. The ideal candidate will bring strong organizational skills, creativity, and a passion for advancing LGBTQ+ equality, helping ensure our donors and partners feel valued while supporting The Center's mission to uplift and serve the Central Florida community.

Key Duties and Responsibilities

Specific duties include, but are not limited to:

Donor Acknowledgment System

- Streamline and implement a new donor acknowledgement system to ensure timely, consistent, and personalized recognition of all contributions.
- Maintain accurate donor records and track acknowledgement metrics using The Center's CRM system.
- Collaborate with the Chief Development Officer (CDO) to develop templates, processes, and stewardship best practices.

Pride Month Fundraising Campaign

- Develop Pride Month Giving Campaign for June 2020.
- Track and report on impact, and fundraising outcomes.

General Development Support

- Assist in planning and executing fundraising campaigns, donor communications, and special events.
- Provide administrative support to the development team, including preparing donor reports and presentations.
- Support stewardship and relationship management with individual, corporate, and foundation donors.
- Contribute to meeting annual fundraising goals and advancing The Center's mission through development initiatives.

Skills & Qualifications

- Bachelor's degree in nonprofit management, communications, business, or related field (or equivalent experience)
- 1-3 years of experience in nonprofit fundraising, donor relations, or corporate partnerships preferred.



- Familiarity with donor databases/CRM systems (e.g., Kindful, Salesforce, Bloomreang, etc.) and proficiency with Microsoft Office Suite and Google Workspace.
- Strong organizational skills with the ability to manage multiple priorities and deadlines.
- Excellent written and verbal communication skills; ability to draft professional donor correspondence and proposals.
- Research skills with attention to detail for identifying and qualifying potential corporate sponsors.
- Ability to work independently and collaboratively as part of a team.
- Passion for advancing LGBTQ+ equality and commitment to The Center's mission.

Location: 942 N Mills Ave., Orlando, FL 32803

Time Commitment: 3 days per week – Monday, Wednesday, Friday with set hours of 9:00am-5:00pm