



THE JUNIOR LEAGUE  
OF THE CITY OF NEW YORK, INC.  
130 EAST 80TH STREET  
NEW YORK, NY 10075  
212 288-6220

## Job Description Prospect Research Intern

**Location:** New York, NY  
**Industry:** Nonprofit

**Internship for College/University credit**  
**Exempt**  
**Reports to the Associate Director of Development**

**Organization:** The New York Junior League (NYJL) is an organization of women committed to promoting volunteerism, developing the potential of women, and improving communities through the effective action and leadership of trained volunteers.

With an annual budget of approximately \$3,000,000, the NYJL's operations are primarily financed through membership dues, volunteer-supported fundraising events, and individual giving campaigns.

NYJL volunteers are bound by a single goal: to improve the health and well-being of women, children, and families in our city. To learn more, visit the website at [www.nyjl.org](http://www.nyjl.org).

### **Position Summary:**

The New York Junior League is seeking a current undergraduate- or graduate-level student **to receive university credit for an internship** with its Development team, for **2-3 days during the week throughout Fall 2019 semester**. The Prospect Research Intern will identify, evaluate and profile individual, corporate and foundation prospects in support of the NYJL's development initiatives. The Prospect Research Intern will work to development a pipeline of new prospects and provide actionable next steps for the Development team's pipeline. The Intern will work directly with the Associate Director of Development to develop a numeric, weighted tracking system for prospects.

### **Responsibilities include:**

- Proactively conduct research on individuals and institutions
- Interpret and evaluate research results; communicate analysis to Development team
- Work with the Associate Director of Development to identify pipeline gaps and work creatively and proactively to close the gaps by discovering new prospects and untapped potential within the current prospects pool
- Inform engagement strategies by translating data analysis into best practices for NYJL's highest givers
- Monitor, analyze and disseminate news regarding individual prospects, the economy, philanthropic trends, and the culture at-large that could impact NYJL's giving
- Update NYJL's Digital Cheetah donor database with specifications to reflect preferences and findings for Individual Giving
- Other duties as assigned

### **Requirements:**

- Desire to learn about non-profit event fundraising

- Strong interpersonal and organizational skills
- Ability to manage multiple tasks and responsibilities, with strong attention to detail
- Proficiency in Microsoft Office

**Application:**

For more information or to apply for this position, please email your cover letter and resume to: HR@nyjl.org.

**Application deadline:**

Position is available immediately.

The New York Junior League is an equal opportunity employer. We recruit, hire, upgrade, train, and promote for all positions and job classifications without regard to race, color, religion, creed, gender, national origin, age, physical or mental disability, marital, veteran or disabled veteran status, sexual orientation, or any other status as a member of any other legally protected group or activity.