Resource Development Intern

Pickens County Habitat for Humanity

Position Purpose

The Resource Development Intern helps Pickens County Habitat for Humanity (PCHFH) raise the money that builds homes. The intern supports donor management and grant management, working directly with the Executive Director on real gifts, real donors, and real grant deadlines.

PCHFH is growing its fundraising capacity, and this internship is a hands-on introduction to how a nonprofit finds, keeps, and reports on its funding.

What You Will Gain

- Nonprofit Ready certificates completed during the internship: Fundraising Essentials, Grant Seeking Essentials, and Nonprofit Essentials.
- Hands-on experience with a nonprofit donor database (CharityProud) and an online giving platform (Givebutter).
- Experience researching funders and drafting sections of real grant applications and reports, with feedback from the Executive Director.
- A written letter of recommendation and a LinkedIn recommendation from your supervisor after successful completion.
- Portfolio-ready work samples you can show employers and graduate programs.
- A chance to work on a Habitat for Humanity build day alongside volunteers and future homeowners.

Time Commitment & Work Schedule

Position Type: Unpaid internship

Time Commitment: 8 to 20 hours a week for one semester, based on the needs of the student and scheduled around classes. Longer or summer internships are welcome.

Academic Credit: PCHFH will complete supervisor evaluations and paperwork for students earning internship credit through their school.

Location: PCHFH office, with some remote work as projects allow.

Direct Supervisor

Reports To: Executive Director

Qualifications

Required Qualifications

- Current undergraduate or graduate student.
- Clear, professional writing skills.
- Strong organization and attention to detail, especially with names, dates, and dollar amounts.
- Ability to keep donor and financial information confidential.
- Comfort with spreadsheets and standard office software.

Preferred Qualifications

- Major or minor in nonprofit leadership, communications, English, business, marketing, public administration, or a related field.
- Interest in nonprofit careers, fundraising, or affordable housing.

- Experience with any database or customer management software.

Duties & Key Responsibilities

Donor Management - 40%

- Enter and update gifts, pledges, and donor contact information in CharityProud.
- Prepare gift acknowledgment and thank-you letters for Executive Director review.
- Clean up donor records, including duplicates, missing information, and giving history.
- Build simple donor reports, such as lapsed donors, first-time donors, and giving by event.
- Help plan donor stewardship touches, such as thank-you calls, notes, and site visit invitations.

Grant Management - 40%

- Build and maintain a grant calendar of deadlines, reports, and renewal dates.
- Research foundations, corporate giving programs, and government funders that match PCHFH programs.
- Gather attachments and data for grant applications, such as budgets, board lists, and program numbers.
- Draft sections of grant applications and reports for Executive Director review.
- Track grant requirements and outcomes so reports are accurate and on time.

Event and Campaign Support - 20%

- Support fundraising events such as the Homecoming Build, Women Build, and the Have-a-Heart Dinner.
- Help set up and track online giving pages in Givebutter.
- Record event results and donor information after each event.

How to Apply

Talk with us at the internship fair, or contact Tamara Dourney, Executive Director, Pickens County Habitat for Humanity.