



Spring 2022

Development & Strategic Growth Internship

Organizational Information

At Every Texan (formerly Center for Public Policy Priorities) we envision a Texas where people of all backgrounds can contribute to and share in the prosperity of our state. Unfortunately, not all Texans can access the conditions they need to thrive. We believe one of the most effective ways to advance social justice is to strengthen public policy. We are deeply committed to policy solutions that advance racial, ethnic and gender equity, expanding opportunity for every Texan. You can learn more about our work at www.everytexan.org.

Every Texan is an equal opportunity employer committed to inclusive hiring and dedicated to diversity in our work and staff. We do not discriminate in employment opportunities or practices based on actual or perceived race, color, religion, national origin, sex, age, marital status, sexual orientations, gender identity or expression, pregnancy, childbirth or related medical conditions, veteran status, uniform service member status, disability, or any other characteristic protected by law. Women, people of color (including multilingual and multicultural individuals), LGBTQ+ persons, and people with disabilities are encouraged to apply.

Every Texan is, proudly, a unionized workplace.

Internship Description

This paid internship is a unique opportunity to gain experience in the public policy sector while building solid fundraising and influencer/partner engagement skills. In the nonprofit sector, sharply honed fundraising skills are essential to a successful mission-driven career. This is an exciting opportunity for an individual committed to making systems level change while developing a diverse skill set applicable to any job in the nonprofit sector.

The Development and Strategic Growth intern will play a pivotal role in supporting the development department, which includes the Senior Manager for Strategic Growth, Grants Manager & Writer, and CEO, to advance Every Texan's organizational objectives and broader mission. The ideal candidate values people and the relationships that ultimately catalyze an organization's mission.

Every Texan's funding portfolio consists of foundations, major donors, individual donors, events, and a monthly sustainer program. Every Texan's development staff are responsible for raising approximately \$3.5 million annually.

Applicants should have strong writing and organizational skills, solid time management, and a passion for connecting people with meaningful actions to advance social justice in Texas.

Specific tasks may include:

- Assist with virtual and in-person event coordination activities, including:
 - Brainstorm and collaborate with respective staff on event concept development;
 - Support event invitation creation and dissemination;
 - Send follow up emails and/or make calls to increase the event participant RSVP rate;
 - Write and create copy for event promotion for email and social media;
 - Support post event follow up with donors and/or attendees;
- Support the Grants Manager & Writer with developing a system to keep funders up to date on Every Texan's publications and events;
- Conduct data entry, clean up, and quarterly merge and purge activities in the organization's constituent relations management (CRM) database;
- Use the GrantHub database to track grants, recording application materials, deadlines, and required reports;
- Support donor and foundation prospecting activities;
- Participate in development team meetings;
- Support special project research and timeline for planned giving, donor advised funds and cryptocurrency;
- Assist with drafting, editing, and assembling attachments for grant proposals and reports;
- Brainstorm direct mail and digital fundraising campaigns, and support campaign execution and appeal performance measurement;
- Support with scheduling donor and funder meetings and coordinating the CEO's schedule;
- Draft emails to funders for CEO and policy staff to effectively steward relationships;
- Generally support to the Senior Manager for Strategic Growth and Grants Manager & Writer;
- Other duties as assigned.

The Development and Strategic Growth intern will have the opportunity to work with, and learn from, Every Texan staff members who oversee various policy, development, and communications activities, and acquire an understanding of how a non-profit policy organization works.

As Every Texan does not employ any dedicated clerical staff, interns (and policy staff alike) are expected to do their own clerical work and on occasion help out with team preparations for virtual events, etc.

Dates of Internship: Spring internship program dates are February 21, 2022 through May 1, 2022. Actual start and end dates are flexible and may be on a semester basis. An ideal successful intern will be interested in, and considered for continuation through August of 2022.

Minimum Qualifications:

- **Current student at a higher education institution.**
- **Be committed to social justice and racial equity.** You believe that improving outcomes for all Texans requires local and state policies that correct injustices and promote equity.
- **Be tenacious about details and organization.** Others have described you as highly organized.
- **Juggle a wide range of tasks across multiple projects.** You can multitask effectively.
- **Communicate clearly.** You are able to synthesize complex ideas into concise prose.
- **People connector.** You enjoy the processes that connect people and build collectivity.
- **Strong Writer.** You enjoy conveying clear concepts in the written word. You might be a bit of a "grammar nerd."

Bonus Qualifications (*i.e., not required, but potentially useful*):

- Experience with customer relationship management (CRM) tools;
- Social media copy development experience;
- Has previously fundraised in a volunteer or professional capacity;

Salary: Intern will be paid \$15/hour for up to 20 hours per week in accordance with Every Texan's normal payroll practices and will be subject to the usual, required withholding.

Interns are entitled to Every Texan's paid holidays if a holiday falls on a day they would otherwise have worked, and accrue sick leave based on hours worked. Interns are not entitled to any other employee benefits such as vacation leave, health and life insurance, and employer-sponsored pension.

Employment Authorization: Open to any students with employment authorization.

Location: Due to continued office closure due to COVID-19, this position is remote. Applicants must be living in Texas to apply.

Please submit a cover letter and resume by February 4 to apply@everytexan.org. Please include "Development and strategic growth internship" in the subject line. Applications will be reviewed on a rolling basis.

If you are applying to more than one of our open internship positions, please send one application email to the contacts for each position and indicate that in your cover letter. You will not be penalized or prioritized for applying to more than one position.

Every Texan is an Equal Opportunity Employer.