



**MARIE STOPES INTERNATIONAL-US**  
Development Intern – Individual Philanthropy

**The Organization**

MSI-US promotes Marie Stopes International's mission to provide sexual and reproductive healthcare to millions of underserved women around the world and works to advance international reproductive health and rights within this context. MSI-US raises funds from individuals and organizations in the United States to help vulnerable women and girls in 37 countries worldwide decide if and when to have children through access to contraception and safe abortion. This is an especially pressing task following President Trump's reinstatement of the Global Gag Rule.

**The Role**

The Development Intern – Individual Philanthropy will assist the Individual Philanthropy team with donor engagement, prospect research, event planning and other administrative tasks as assigned to increase funding from individuals and build a robust base of support within the United States.

**Responsibilities**

- Conducting prospect research to identify potential high-net-worth individual donors and family foundations
- Assisting Development Associate in preparing meeting briefs for the Director of Individual Philanthropy and the MSI-US President
- Performing basic data entry and queries in donor database
- Drafting correspondence, including donor acknowledgements, emails and letters to a variety of audiences
- Assisting with regular mailings of acknowledgment letters, solicitation letters and stewardship materials
- Supporting MSI-US team with VIP donor cultivation and other events
- Maintaining and updating donor research lists
- Other duties as assigned to build a strong base of support from individuals in the US

**Qualifications**

- Enthusiasm and passion for MSI's mission
- Experience and/or interest in fundraising and donor development
- Attention to detail
- Ability to work independently and with a team while managing multiple projects in a fast-paced work environment
- Strong verbal and written communication skills
- Positive attitude, flexibility and eagerness to learn

**Salary and benefits:** This position will be paid hourly, DC minimum wage.

**Hours:** 12-15 hours/week. Schedule to be determined by the intern and MSI-US staff.

**How to apply:** Please send resume and a short cover letter outlining why you are a good fit for the position. Email applications should be sent to [MSI-US@mariestopes.org](mailto:MSI-US@mariestopes.org) with "Development Intern" in the subject line. No phone calls, please.

**We encourage you to visit our website first to become familiar with our organization and mission. Please visit us at <https://www.mariestopes-us.org>.**