



180 North Michigan Ave.
Suite 600
Chicago, IL 60601

312-443-9603 tel
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ourresilience.org

Position Title: Development & Communications Intern

Reports to: Interim Director of Development & Marketing and Communications Manager

ORGANIZATIONAL BACKGROUND

Resilience is an independent, not-for-profit organization dedicated to the healing and empowerment of sexual assault survivors through non-judgmental crisis intervention counseling, individual and group trauma therapy, and medical and legal advocacy in the greater Chicago metropolitan area. Resilience provides public education and institutional advocacy in order to improve the treatment of sexual assault survivors and to effect positive change in policies and public attitudes toward sexual assault. Established in 1974, Resilience now serves over 2000 survivors of sexual violence and their loved ones annually through our main office in downtown Chicago and our community-based offices in Austin and Ravenswood, and several co-locations within partner organizations across the city.

GENERAL ROLE DESCRIPTION

The Development Department uses a variety of strategies to raise revenue from private sources that will support the mission and services of Resilience. The Development and Communications Intern will be responsible for both assisting and developing a variety of projects that include but are not limited to: research, identifying corporate and foundation funders, develop social media content, and research for social media campaigns.

RESPONSIBILITIES

- Support the Interim Director of Development in special events – particularly Evening of Impact and the Empowerment 5K, donor management, and other fundraising initiatives
- Research prospective corporate and foundation funders, make recommendations on pursuing funding
- Coordinate mailings for appeal letters and event invitations
- Develop/create social media content with guidance from supervisor and collaboration with MarComm team
- Research and strategize for specific social media campaigns and series
- Use Canva to create social media graphics
- Brainstorm and cowrite material for new Resilience blog

REQUIREMENTS

- Interest and/or experience with fundraising, special events and donor research
- Excellent organizational and communication skills
- Familiarity with Microsoft Office and database software
- Commitment of at least 5 hours per week

ENVIRONMENTAL/ PHYSICAL

- If you are offered employment with Resilience, please take one of the following steps to meet the necessary requirements:
 - Prior to or on your first date of employment, you will be required to provide proof of your COVID-19 vaccination to Human Resources Department



- You will receive direction on how and when to provide proof of your COVID-19 vaccination. Acceptable proof of vaccination includes:
 - CDC COVID-19 vaccination record card
 - Documentation of vaccination from a health care provider or electronic record
 - A copy of medical records documenting the vaccination
 - A copy of immunization records from a public health
- Possible exposure to vicarious trauma
- Potential for exposure to environmental and/or psychological hazards on or offsite at select partner locations
- Physical requirements may include (extended or periodic) walking, bending, reaching, sitting and lifting

Persons of color and LGBTQ+ persons are encouraged to apply. Resilience is an equal opportunity employer and does not discriminate on the basis of race, age, sex, gender identity, gender expression, national origin, sexual orientation, or disability in its procedures and policies.

To Apply:

Please send your cover letter and resume to:

Miranda Ehmke, Development & Database Manager and Interim Director of Development
jobs@ourresilience.org

Include Development & Communications Intern and your last name in the subject line.

Please note that applications without cover letters will not be considered.

No phone calls, please