



POSITION ANNOUNCEMENT

Funds Development Intern

Part-time • Remote within the Synod region • \$43,500

The Synod of the Northeast seeks a motivated and detail-oriented Funds Development Intern to gain hands-on experience in nonprofit fundraising, donor engagement, and financial stewardship within a faith-based organization.

Working collaboratively with Synod staff and leadership, the intern will help research and strengthen resource-development strategies that advance the Synod's mission and support its ministries throughout the Northeast. The intern will also work with the Stewardship Planning and Strategy Team to design and implement fundraising goals.

KEY RESPONSIBILITIES

- Work with the Stewardship Planning and Strategy Team to design and implement fundraising goals aligned with the Synod's mission and priorities.
- Research sustainable funding models, fundraising trends, prospective funding sources, and best practices for faith-based nonprofit organizations.
- Assist in developing donor communications, fundraising appeals, acknowledgment letters, and stewardship materials.
- Maintain and update donor information in the DonorPerfect database.
- Support fundraising initiatives for designated missions and ministries.
- Conduct background research on prospective donors, foundations, and funding opportunities.
- Help design systems for tracking, evaluating, and reporting funds-development activities.
- Prepare presentations, reports, and other materials for Synod staff and leadership.
- Contribute to special projects related to long-term stewardship, donor engagement, and mission funding.

FUNDS DEVELOPMENT INTERN

Synod of the Northeast, Presbyterian Church (U.S.A.)

PREFERRED QUALIFICATIONS

The ideal candidate will:

- Be enrolled in or recently graduated from a program in nonprofit management, business, communications, finance, fundraising, ministry, or a related field.
- Demonstrate strong research, writing, organizational, and communication skills.
- Be attentive to detail and able to manage confidential information responsibly.
- Be comfortable learning and using databases and digital communication tools.
- Be able to work both independently and collaboratively.
- Have an interest in nonprofit development, financial stewardship, or faith-based mission.
- Support the values and mission of the Synod of the Northeast and the Presbyterian Church (U.S.A.).

Experience with DonorPerfect or another donor-management system is helpful but not required. The ability to travel to quarterly meetings is required.

WHAT THE INTERN WILL GAIN

The intern will gain practical experience in nonprofit fundraising, donor relations, database management, stewardship communications, development planning, and mission-based financial sustainability. The position also provides an opportunity to learn how funds development supports ministry, innovation, justice, and faithful service throughout a regional church organization.

POSITION DETAILS

SCHEDULE

Part-time • 20 hours per week

LOCATION

Remote • New Jersey, New York, and New England

COMPENSATION

\$43,500

SUPERVISOR

Rev. Dr. SanDawna Gaulman Ashley, Synod Leader

HOW TO APPLY

Please submit a **résumé and brief letter of interest** describing your relevant experience and interest in nonprofit funds development to sandawna.ashley@synodne.org

APPLICATION DEADLINE • SEPTEMBER 30, 2026

The Synod of the Northeast is committed to cultivating a diverse, equitable, and inclusive community. Candidates from historically underrepresented communities are encouraged to apply.