

## **Advancement Summer Intern at Safe Alliance**

**Focus Areas:** Grant Writing, Content Creation, Communications, Graphic Design

**Supervisor:** Sarah-Kate Pease, Director of Corporate and Community Engagement,  
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### **About Safe Alliance**

Safe Alliance's mission is to **provide hope and healing** to those impacted by **domestic violence and sexual assault** in Mecklenburg County. Annually, we care for more than 8,000 people through a continuum of life-saving programs such as the Clyde & Ethel Dickson Domestic Violence Shelter, the Sexual Trauma Resource Center, the victim Assistance Court Program, the Greater Charlotte Hope Line, and the Survivor Resource Center.

### **Advancement Intern Job Description**

The Advancement Intern will support Safe Alliance through the following three project areas:

1. Grants
  - a. Write grants due in summer or early Fall (or with rolling deadlines) including applications for Truliant Charitable, Albemarle, Big Lots, Aldi Smart Kids, and others.
  - b. Research upcoming due dates and changes for grant applications
  - c. Update SmartSheet grant tracking system to streamline process and maximize capabilities of the platform
  - d. Download upcoming grant applications and reports and convert to Word format
2. Communications & Content Development
  - a. Develop evergreen content to be used across social media and email platforms
  - b. Update acknowledgement letters with survivor stories to show impact of a donor's gift
  - c. Provide ongoing assistance with email campaigns, social media strategy and graphic creation
3. Community Engagement
  - a. Represent Safe Alliance at community tabling events or resource fairs, as needed
  - b. Evaluate and update peer-to-peer fundraising toolkit and select/update/create marketing materials for the 2023 Breakfast of Hope
  - c. Assist with the procurement of silent auction items for the 2023 Breakfast of Hope

### **Funding Source & Pay**

The Four Ten Foundation's 2023 Fellows Program. \$12/hour for up to 240 hours.

### **Important Dates & Details**

- May 30 – Fellows Kick Off Meeting
- June 5 – July 30 - Internship dates, must complete 240 internship hours during these weeks; can be scheduled to be mutually beneficial for Safe Alliance and intern during the 8-5 PM work day.
- Weekly Fellows Virtual Leadership Development meetings are Tuesday mornings from 9-10 am.