

Development Internship

About ILCM

The mission of the Immigrant Law Center of Minnesota is to provide quality immigration legal services and law-related education to meet the steadily increasing needs of Minnesota's growing immigrant and refugee communities. We work to support a fair and just immigration process that keeps the American dream alive, embodies the rule of law, and strengthens families and communities across Minnesota. Our goals include remedying legal problems with immigration legal services, preventing legal problems with law-related education to immigrants and refugees, and encouraging immigration policies that are practical and compassionate.

Primary Duties and Responsibilities:

The Development Intern supports the development functions of the Immigrant Law Center of Minnesota. As a nonprofit provider of legal services, development and fundraising efforts are crucial to the effective running of the organization. The position is an exciting opportunity to learn to “tell the story” of ILCM, a task which requires creativity, innovation, and organization. Development skills learned during an internship with ILCM will be applicable to a broad range of future work in nonprofit and philanthropy fields.

Duties will include:

- Funder prospecting
- Donor communications and acknowledgements
- Proposal preparation
- Research for reporting purposes
- Development database support
- Event planning for fundraising events, including:
 - Sponsor and event communications
 - Program planning

Internship duties can be flexible, and efforts will be made to match the interests and skills of the intern to projects they find interesting and helpful to their professional goals.

Terms of internship

The internship will be 14 weeks, with 10 hours per week minimally required. The start date is flexible. After 14 weeks, the intern and ILCM will discuss the possibility of extending the internship, depending on needs and interest of both the intern and the organization. ILCM prioritizes long-term volunteers who gain skills and experience during their time at ILCM, enabling them to more fully contribute. The position is unpaid.

Experience and Qualification Requirements

- Strong verbal and written communication skills
- A clear, concise, and creative writing style
- Experience with database management
- Strong organizational skills with a high level of attention to detail, ability to manage multiple projects concurrently and to meet deadlines.

For more information about position duties and requirements, please contact the Volunteer Coordinator at Immigrant Law Center of Minnesota, 450 N Syndicate St, Suite 200, St Paul, MN 55104. Phone number: 651-641-1011. Email address: volunteer@ilcm.org.