
The Southwest Center for HIV/AIDS (SWC), founded in 1990, serves 70 percent of those Arizonans (men, women, children, youth, seniors, immigrants, and the homeless) who are at-risk for and are impacted by HIV/AIDS. It is the state's only non-profit AIDS service organization providing the unique combination of prevention, research, and wellness services and programs to those at-risk individuals and those infected with HIV/AIDS--most of who are living below the federal poverty level. Our mission is to reduce infection, improve access to services, enhance the quality of life for those impacted by the disease and contribute to worldwide research.

Position Summary: The Development Department at Southwest Center for HIV/AIDS is responsible for assisting with fundraising development, marketing and communicating programs and services to the public, and assist with the volunteer program for the organization when needed. The Development Intern will work closely with the Chief Development Officer to aid in the many aspects of searching for and maintaining funding for Southwest Center for HIV/AIDS.

Responsibilities:

- Assist in identifying individuals and organizational prospects.
- Research external and internal databases to locate resources and funding opportunities.
- Aid in cultivating and maintain donor relationships.
- Learn about donor management and corporate funding.
- Facilitate donor management including entering donor activities into database.
- Prepare information and research potential corporate and foundation partners.
- Provide general administrative support including helping to update and maintain databases and files, prepare correspondence and assist with mailings.
- Bi- or multi-lingual abilities is a plus.
- Adhere to Southwest Center for HIV/AIDS mission, standards and values.
- Perform other duties as assigned.

Qualifications: Student pursuing a degree in Nonprofit Management, Social Services, Fund Development, Communications, Management or related field. Graduate student preferred, but undergraduate junior and senior students are also considered. High motivation and willingness to learn are essential, a high level of confidentiality due to access to vital financial and organizational information, proficiency with PC-based office programs, word processing, spreadsheets, databases, publishing, and internet preferred. Strong written and verbal skills, ability to work well with others, flexible, and reliable are key.

Time Commitment: We offer a flexible schedule and number of hours to satisfy the school's internship requirement (if applicable). We ask for a minimum of one term with 10 – 20 hours per week, primarily weekday hours but a few early evening or weekend hours may also be available.

Benefits: Gain professional skills in human services, nonprofit management, and nonprofit organizations in general. Learn about HIV/AIDS and how it is impacting our community. Training, orientation and on-going support are provided. This is a great way to be involved with many aspects of a non profit organization because funding plays a huge role in the livelihood of nonprofits. Southwest Center for HIV/AIDS is committed to providing a friendly, supportive, professional experience for its interns.

To apply, email resume and cover letter to Mesha Davis at mdavis@swhiv.org or call 602.307.5330 x 2249.

Southwest Center for HIV/AIDS is committed to the policy that all persons shall have equal access to its programs, facilities, volunteer opportunities and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, sexual orientation or gender identity.