



Equality Ohio's Development Internship Program



Equality Ohio’s Vision:

We envision an Ohio where everyone feels at home; living in families and communities where equality, diversity and inclusiveness are universally valued; and where government protects all people and responds to their needs, regardless of sexual orientation and gender identity or expression. (Adopted April 23, 2005)

Equality Ohio’s Mission:

- Serve as an advocate and champion for fair treatment and equal opportunity for lesbian, gay, bisexual and transgender citizens;
- Facilitate a greater understanding of our common humanity through education and outreach efforts;
- Engage and empower individuals, families, organizations, businesses and institutions in Ohio’s urban, suburban, and rural areas; and
- Collaborate with local, regional, statewide, and national organizations and government agencies.

We believe LGBT Ohioans should be able to live without fear of being fired, being harmed, or being treated any differently than anyone else because of who they are, and that includes their sexual orientation and gender identity or expression. Our vision is “an Ohio where everyone feels at home” and that vision is at the core of everything we do. We frame our work around those close-held beliefs. We do not let any group or individual distract us from that vision; to pull us into a “battle of wits and words” where we may squander precious resources. Truth, love, respect, humility, and justice carry our movement above and beyond gutter politics and hate rhetoric. Those ideals are at the very center of all of our works, and that is also how we frame the issues that matter to our members.

Equality Ohio is a non-partisan organization. Our staff, board, donors, and members are representative of the diverse political and personal beliefs that make Ohio great.

Location:

Our offices are located in the heart of downtown Columbus, Ohio in a bustling metropolitan area. We are within 1 block of all the major bus lines in Columbus. Transportation to and from our office for regular on-site work will be at the expense of the intern.

If applicants are unable to complete an internship at the Columbus-based Equality Ohio office, there may be opportunities for off-site internships at the discretion of the Equality Ohio internship coordinator.

Internship Qualifications:

Applicants must be enrolled in a degree-granting program at least half-time as a graduate or undergraduate student, or have successfully completed a graduate or undergraduate degree program within the 12 months preceding the internship application submission.

Applicants should also have:

- Outstanding written and oral communication skills
- Strong organizational skills and ability to manage multiple tasks simultaneously



- Ability to consistently meet deadlines Ability to work independently and as part of a team
- Strong research and analysis skills
- Comfort working with people of diverse backgrounds, ideologies, experiences and identities
- Willingness to communicate in a consistently calm and direct manner with individuals who may need significant education on pro-equality issues
- Commitment to and/or interest in the mission of Equality Ohio
- Commitment to equality for lesbian, gay, bisexual and transgender Ohioans
- Inclusiveness is paramount to the work of Equality Ohio. Candidates must possess skills necessary to collaborate within a diverse and inclusive environment
- Some familiarity with the state-level and local-level political processes

Evaluation of Performance:

- Quality of internship deliverables and written materials
- Successful prioritization of workload
- Quality of any research and analysis completed
- Demonstrated commitment to Equality Ohio’s mission and core communication values
- Demonstrated professionalism
- Overall contribution to advancing Equality Ohio’s goals as outlined in the organization’s current strategic plan

Supervision:

All Equality Ohio internships will be directly supervised by an Equality Ohio staff member directly related to the program area of the internship and may have the opportunity to receive mentorship from Equality Ohio Regional Board Representatives. For interns based outside of central Ohio, a minimum of two in-person check-ins will be required during the internship period and may be coordinated logistically with the intern’s direct supervisor.

Outcomes/Deliverables:

Specific outcomes and deliverables will be established between selected interns and the Equality Ohio staff member directly supervising the internship experience.

To Apply:

Please send letter of interest and current resume to Human Resources at internships@equalityohio.org or via fax to 614.224.4421. If submitting your letter of interest and current resume via e-mail, please be specific about which internship opportunity you are applying for in the subject line of the e-mail.

Deadlines to Apply:

Fall (September – December) – September 1st

Spring (February – April) – January 15th

Summer (May – August) – April 15th

Official internship start and end dates will be determined on an individual basis.



Internship Tracks and Descriptions

Development & Special Events Intern **Stipend: Unpaid**

Internship Description:

The Development & Special Events Intern at Equality Ohio will work with Equality Ohio's Development Director and Development Associate on projects related to the organization's development goals as outlined in the organization's current strategic plan. The Development & Special Events Intern will help with the collection, documentation and analysis of donor data and will assist in the coordination of special fundraising events. In addition, the Development & Special Events Intern will conduct research projects, handle routine writing and administrative tasks and may draft fundraising event invitations, RSVP lists, appeal pieces or marketing brochures. This internship is an excellent opportunity for a candidate looking to expand their knowledge of the development and fundraising functions of small to mid-sized non-profit organizations and to strengthen their project management, research, writing and communications skills.

Responsibilities:

- Assist in the drafting of event invitations, appeal pieces, and donor thank-you letters
- Track RSVP's for upcoming fundraising events
- Assist in the creation and monitoring of event and project budgets
- Participating in the preparation and execution of fundraising and thank you mailings
- Conduct research on prospective funders, current funders, and market demographics
- Analyze and organize donor data; enter donor data; and assist in the set-up and acknowledgement of gifts or pledges
- Collect, research, track and analyze donor information from other pro-equality organizations in Ohio
- Other duties as assigned by the internship supervisor

Supervision:

The Equality Ohio Development & Special Events Intern will be directly supervised by Equality Ohio's Development Associate. For interns based outside of central Ohio, a minimum of two in-person check-ins will be required during the internship period and may be coordinated logistically with the intern's direct supervisor.

Outcomes/Deliverables:

Specific outcomes and deliverables will be established between selected interns and the Equality Ohio staff member directly supervising the internship experience. Input from the intern's faculty advisor/degree-granting program requirements will also be weighed in the development of internship outcomes/deliverables, which may include:

- A portfolio of development and fundraising pieces including appeal copy, event invitations, marketing brochures, acknowledgement pieces, benefits tracking tools, and reply devices
- Examples of how to successfully track event RSVPs and manage event logistics
- Knowledge of how to create a solid event or program budget



- A clear understanding of the 'anatomy of an ask', how to engage prospective funders, and how to steward current investors
- An understanding of the intricacies that often exist in conversations about personal finances
- Strengthened oral communication and writing skills and how to articulate a clear case for funding