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**Job Title:** Development Intern

**Schedule:** Hours may vary, but 10 hours per week is projected

**Rate of Pay:** \$13.00 per hour

**Job Summary:** The National Institute for Public Safety Health (NIPSH) is seeking a motivated intern from the IU School of Philanthropy or school of Public and Environmental Affairs to develop a donor and corporate sponsorship \ fundraising plan. The internship position will provide experience in non-profit development, management, grant writing, event planning and overall planning targeted at maintaining and enhancing the health of public safety personnel. Tactically, the Development Intern will write an actionable fundraising plan for the National Institute for Public Safety Health, and will work with the Executive Director to coordinate meetings, set timelines, and present interim versions of the plan. The Development Intern will also help research and identify funding sources relevant to the mission of the NIPSH.

**About NIPSH:** The National Institute for Public Safety Health (NIPSH) was established to support research and program development designed to better understand and improve the health and safety of all public safety personnel. NIPSH is affiliated with Public Safety Medical which has been dedicated to improving the health of and safety of fire, EMS, and law enforcement since 1990.

**Mission:** The mission of the National Institute for Public Safety Health is to develop a premier organization to facilitate the highest quality research, as well as provide education and advocacy to maximize the health and safety of all public safety personnel.

**Vision:** Firefighters, law enforcement and other public safety personnel live healthy lives long into retirement.

**Core Values:** Responsibility, Integrity, Respect

**Essential Functions:**

- Coordinate meetings with management on plan development
- Set timeline for plan drafts
- Attend and participate in meetings both on-site and off-site, as required
- Write the short and long-range development plan
- Conduct grant research and writing to support the organization, as needed
- Help draft project proposals
- Perform other related duties incidental to the work described herein

**Qualifications:**

- A student in good standing with IU School of Philanthropy or Public and Environmental Affairs
- Interest in public safety (law enforcement, firefighters and other first responders)
- Strong written and oral communication skills including copy, grammar and proof reading skills
- Highly organized with the ability to prioritize
- Bachelor's degree and enrollment in IU School of Philanthropy or School of Public and Environmental Affairs master's degree training program