



Development Internship

Position Title: Development Intern

Reports To: Development Officer

Location: The Salem Pantry, Salem, MA - 27 Congress Street, Salem MA 01970

Hours: 10 hours per week

Duration/Pay: The Salem Pantry offers both semester and year-long internships. Paid stipends may be available for certain internship opportunities.

The Salem Pantry provides the North Shore with convenient access to fresh, free, healthy food. Our innovative mobile pantries, home deliveries, and The Market offer an abundant selection of produce, proteins, spices, and dairy products. We partner with local farmers and health organizations to nourish our community from the inside out.

Overview

The Salem Pantry is seeking a dedicated and creative Development Intern to join our dynamic Development Department. This internship offers a unique opportunity to gain hands-on experience in various aspects of non-profit development while contributing to our mission of ensuring the essential right to convenient and reliable access to healthy food.

Responsibilities

Development Support (5 Hours/Week):

- Assist in development campaign outreach.
- Support the development department with donor communication, cultivation, and acknowledgement.
- Participate in event planning and fundraising.

Project Work - Grant Writing Organization Project (5 Hours/Week):

- Create a system to categorize and organize past grants.
- Develop a language bank for future grant writing.
- Assist in the grant writing process as needed.

Benefits

- Gain practical experience in non-profit development and fundraising.
- Learn about the operations of a food pantry and contribute to meaningful projects that support the local community.
- Receive mentorship and guidance from experienced development professionals.
- Flexible scheduling to accommodate academic commitments.

Application Process

Interested candidates should submit a cover letter and resume to Development Officer Hannah Beth Hembree at hannahbethhembree@thesalempantry.org. Contact The Salem Pantry at 978-552-3954 with any questions or concerns.