

Development Operations Intern (Raiser's Edge + Donor Stewardship)

Role: Development Database Operations Intern

Term: Summer, 10–12 weeks. Optional school-year extension for top performers.

Hours: 25–33 hours/week

Location: Remote

Pay: Paid hourly. \$18 per hour. Benefits not included.

Standing meeting: Wednesdays at 9:00 AM Eastern (required)

What you will do

You will strengthen donor operations so the team runs faster and communicates better.

- Maintain and normalize constituent records and tables in Blackbaud Raiser's Edge
- Merge duplicates and improve householding where appropriate
- Build reports for weekly and monthly fundraising rhythms
- Support stewardship workflows (thank-you process, acknowledgement tracking, receipt support)
- Build a donor research list for specific segments (lapsed, first-time, recurring, major gift prospects)
- Document processes so staff repeats work with consistency

Success looks like

- Cleaner Raiser's Edge records with a documented data standards guide
- Recurring reports ready for leadership use
- A stewardship checklist and template set ready for weekly use

Required

- Strong attention to detail
- Understanding of basic database concepts and structure
- Strong proficiency in Microsoft Office, especially Excel (pivot tables, formulas, data parsing)
- Strong writing and professional email habits
- Respect for confidential information
- In process of pursuing undergraduate or graduate degree

Preferred

- Experience with Blackbaud Raiser's Edge or another CRM
- Interest in fundraising operations, analytics, and donor care

Confidentiality

Intern will sign a confidentiality statement.

Application

Send the following to info@worldvillages.org with subject **Development Operations Intern:**

- Resume
- Short database sample: a demonstrated project example that shows your work
- Cover letter including weekly availability, time zone, and location