



Development Intern Position Description

Position: Administration | Development Intern

Start Date: Rolling

Domi Station is a non-profit business incubator and coworking space. We offer programs, resources, and events that help entrepreneurs start and scale sustainable companies.

The Development Intern will help cultivate the entrepreneurial culture at Domi and spread the good news about what we do.

Job Duties:

- Perform internal reviews of the organization's financial needs
- Collects and gathers data to determine the feasibility of obtaining external funding
- Maintains the internal grant application process
- Help maintain a library of information on funding sources, grant writing and community and state data relevant to the foundation's program and services.
- Helps manage multiple projects including researching funding sources, assisting in writing proposals, managing and delivering on existing grants and other tasks related to grants.
- Research fundraising initiatives to help the organization meet financial goals.

Requirements:

- Working towards or completion of Bachelor's degree
- Knowledge of data analysis and collection, writing and editing
- A personal laptop
- Working knowledge of Google Suite
- A polite and professional demeanor via phone, e-mail, and digital correspondence
- Ability to work on a team and take initiative

Benefits:

- Access to all of Domi Station's programming incubation (Gear Up, Ascend) at no cost
- Access to all of Domi Station's coworking facilities at no cost
- No cost one-on-one entrepreneurship training & mentoring

- Flexible working hours
- Access to a local high-net worth and influential network of leaders
- Get surrounded by an atmosphere of Doers and Entrepreneurs
- Free Access to Domi Events

Other Cool Things:

- Walking distance from College Town
- Greenwise is across the street
- Railroad Square is just around the corner
- Local restaurants and bars nearby
- Located in between FSU and FAMU campuses