



DBSA National Headquarters' Development Analyst

About DBSA:

The Depression and Bipolar Support Alliance (DBSA) is the leading peer-directed national organization focusing on the two most prevalent mental health conditions, depression and bipolar disorder, which affect more than 21 million Americans, account for 90% of the nation's suicides every year, and cost \$23 billion in lost workdays and other workplace losses.

Through our extensive online and print resources and our nearly 1000 support groups and more than 250 chapters, DBSA reaches 4.1 million of people each year with in-person and online peer support; readily understandable information about depression and bipolar disorder; and empowering tools focused on an integrated approach to wellness.

Project Scope:

Depression and Bipolar Support Alliance is seeking candidates for a Development Analyst Internship. The intern will work with the VP Development on projects related to prospective donor connections, foundation engagement strategy, and market research. The intern will assist with multiple projects, work in collaboration with our development staff to create materials around messaging and cultivation and escalate issues to the other project leaders when necessary.

Responsibilities:

- Support VP Development in outreach and cultivation efforts by conducting basic biographical research on individuals and organizations using on-line databases, in-house data, and other reference sources. Prepare briefings and other formatted reports synthesizing this information as appropriate.
- Organize files and information to support efforts in planned giving and major donor outreach.
- Draft messaging and talking points explaining the impact of DBSA programs.
- Prepare reports that include database information, statistics, web/social media analytics, trends and financial figures.
- Assist in maintaining internal process, including contributing to the upkeep of departmental database.

Deliverables:

- Briefings and other formatted reports synthesizing this information as appropriate, including database information, statistics, web/social media analytics, trends and financial figures.
- Draft messaging and talking points explaining the impact of DBSA programs.

Ideal Candidates:

- Excellent inter-personal skills, ability to work independently, and strong organizational skills.
- Experienced in research, analytics, writing and attention to detail.
- Work in a fast-paced environment and adhere to deadlines.
- Interest in learning about non-profit fundraising generally, as well as working for a mental health advocacy organization and advancing the mission through fundraising.
- Proficient in Microsoft Office Programs including: Word, Excel, and PowerPoint.