

inseparable

Fall Internship Opportunity: Development Interns (Part-Time)

Remote | 20 hours/week | Fall 2026 | \$25/hour

Inseparable is committed to life-changing progress in mental health and substance use care for all Americans. Our resolve to reshape the public policies that govern mental health care takes us deep into states and communities where we see strong potential for change. This same resolve drives our advocacy for federal policies, funding and leadership.

We are seeking Development Interns for Fall 2026 to support our fundraising, operations, and financial initiatives. This is a hands-on opportunity for a college student who wants to build real-world experience while contributing to meaningful work at the intersection of mental health and public policy.

Responsibilities

Development Operations & Fundraising

- Maintain and update fundraising trackers, donor databases, grant calendars, and pipelines to ensure information is accurate and actionable
- Support core fundraising operations including data entry, donor acknowledgments, and coordination across Inseparable's c3, c4, and PAC entities
- Assist in drafting, editing, and submitting foundation grant proposals and reports
- Review current development workflows and recommend ways to streamline tracking, reporting, and internal processes to increase team efficiency and data quality
- Conduct benchmarking and process-improvement projects to strengthen fundraising systems, data integrity, and reporting practices
- Support cross-team coordination between Development, Finance, and Operations on timelines, reporting, and compliance

Finance & Operations

- Assist with financial tracking related to fundraising, including monitoring revenue against projections and maintaining internal reporting tools
- Help prepare internal financial summaries and documentation to support leadership decision-making
- Support budget-related projects connected to development and donor-funded initiatives
- Reviewing payables and contracts
- Assist the Vice President of Finance with special projects to strengthen internal financial processes

Donor Research & Stewardship

- Conduct prospect research on individual, foundation, and corporate donors to expand and refine the fundraising pipeline
- Support donor stewardship through thank-you notes, event follow-up, and impact reporting
- Prepare briefing materials, talking points, and presentations for donor meetings and events
- Contribute to donor-facing communications including newsletters, donor spotlights, and campaign materials
- Assist with logistics and follow-up for special events and fundraising campaigns

Qualifications

- Strong attention to detail and accuracy; able to maintain organized, error-free data, trackers, and reports
- Strong written communication skills; comfortable drafting and editing proposals, donor materials, and internal documents
- Analytical and problem-solving mindset; able to identify process gaps, streamline systems, and manage data effectively
- Strong research skills; able to gather, analyze, and synthesize information on potential donors, partners, and funding opportunities
- Proficiency in Microsoft Excel and Google Sheets; experience managing spreadsheets and tracking tools
- Storytelling ability; talent for drafting compelling, donor-centered content
- Organized and reliable; able to manage multiple projects, meet deadlines, and maintain confidentiality
- Discreet and professional in handling sensitive donor and financial information with integrity
- Genuine interest in mental health advocacy, philanthropy, or public policy — motivated to connect fundraising efforts to meaningful impact

The above statements are intended to describe the general nature and level of work being performed by the person holding this position. It is not an exhaustive list of all duties and responsibilities. Inseparable reserves the right to amend and change responsibilities to meet organizational needs as necessary.

This is a remote, part-time internship at 20 hours per week, with compensation of \$25/hour. We strongly encourage applications from individuals who are passionate about advancing mental health equity and eager to gain hands-on experience in policy and advocacy.

How to Apply

To apply for this position, please visit <https://inseparable.applytojob.com/apply/>

Equal Opportunity Employer

Inseparable is an equal opportunity employer. We recruit qualified candidates without regard to age, disability, marital status, protected veteran status, race or color, national origin, religion, sex, sexual orientation or gender identity or expression, genetic information, or any other characteristic protected by law. Our organization is deeply committed to creating an inclusive work environment and encourages all to apply, including those with lived experience with mental health conditions.