

PLS 531

Assignment #1

Part 1: Identify a development job vacancy. Write a one page application letter for this position stating why you are interested in the job and how you can contribute to the organizations goals.

Part 2: Interview a professional development person employed by a nonprofit organization. Write a two-page essay describing the organization and summarizing your conversation. Do research about the organization and person you plan to interview before you call or arrive. Plan to ask the following questions (at a minimum):

1. How long have they been in the development field?
2. What are the three most important qualities of a good development person for a nonprofit organization?
3. What is a typical day like?
4. Where is their position in the organizations management structure?