

Foundation Intern

PROGRAM DESCRIPTION

This position is intended to provide training and professional experience to students or other appropriate individuals whose career intent includes fundraising, donor stewardship, grant writing, administrative support and other institutional advancement duties. This internship will provide practical entry-level experience by working directly with the Marketing and Development Specialist and Foundation Director to provide support for day to day administration as well as special projects and events.

Essential Duties and Responsibilities

- Create and maintain Prospect files, ensuring all required data is entered in the database
- Prepare for and assist with donor and prospect cultivation events
- Assist with setting up and management of donor and prospect meetings and activities
- Assist with correspondence, including giving appeals and acknowledgements
- Assist with maintaining contact report and records
- Assist with recording and management of requests for funding
- Assist with foundation, corporate and individual philanthropic research
- Specific duties may include using online search tools and resources
- Assist, as appropriate, execution of special events and departmental activities
- Assist in brainstorming and creating new methods to raise funds for our organization
- Assist in planning and coordinating events meant to raise funds and coordinate activities of volunteers related to event planning and execution
- Other projects as assigned

Qualifications

- Pursuing a bachelor's degree in business, communication, marketing, nonprofit or other related field
- Excellent written and verbal communication skills
- Working knowledge of Google suite
- Adaptable, able to handle multiple tasks, willing to learn, and able to work independently and within a team
- Enjoy working with and around children

Schedule

Internship hours are approximately 10-15/hours a week

Work hours are flexible but candidates must have availability during business hours Monday-Friday 9a-4p to collaborate with the team.

Pay

This internship provides

What's next?

- Send your cover letter and resume to mkitley@lasallemiddleschool.org. Please type "Foundation Intern" in the subject line. No phone calls please.
- We have interns year-round on a rolling basis. Start date will be mutually agreed upon date.

