

Position Summary



Fundraising, Special Events, & Donor Cultivation Intern

Position reports directly to:	Director of Development
Location:	Outreach Office and Residential Campus Various Community Locations
Commitment Requirements:	15+ Hours per week/semester 2 semesters preferred
Schedule:	Flexible

General Requirements

Strong communication skills, basic understanding of the mission, and the ability to manage multiple projects effectively. High energy, excellent time management skills and independent thinker. Interns can be students working toward a degree or have extensive skills in Non-Profit Management, Fundraising, Marketing, Advertising, PR, Communications, Journalism, and/or Women's Studies but all backgrounds will be considered.

Principal Job Duties

Interns will complete various tasks as directed by center staff, which fall into two categories:

- Program support (assisting with donations, cleaning/organizing facilities, event support, marketing and social media support, providing childcare activities, community education tabling, etc.)
- Direct advocacy with program participants after appropriate training and certification (completing intakes, answering the help line, support group facilitation, violence prevention education, etc.)

Each program will provide specific training and mentoring in every aspect of services that relate to the intern experience. Interns and center staff are partners in implementing the organization's mission in addition to creating an environment that fosters respectful learning and empowering outcomes. It is essential to the proper operation of this relationship that each partner understands and respects the needs and abilities of the other. Interns are entitled to ongoing feedback pertinent to performance as well as the opportunity to meet with appropriate staff as needed or identified. Center staff is responsible for providing guidance and available learning supports throughout the experience.

Fundraising, Events and Donor Cultivation Program Responsibilities

- Plan, set up, and execute agency fundraising events which includes attending all fundraising events hosted by Peaceful Paths.
- Solicit sponsorships and in-kind requests (via written and in-person communication).
- Manage donor management (E-tapestry), event management (Greater Giving), and project management (Airtable) software.
- Draft and proofread professional correspondence to donors, sponsors, and community partners
- Manage fundraising and event email.
- Coordinate closely with Social Media intern to insure proper coverage of events and campaigns on our social

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media platforms and newsletter.

- Utilize Canva Program to design graphics and collateral as needed
- Other duties related to position as requested by Director.
- Represent agency at tabling events in the community as needed.

Agency Requirements

All interns of Peaceful Paths are expected to demonstrate a commitment to:

- promoting diversity, equity, inclusion and belonging
- professional ethics and standards
- flexibility and teamwork
- protection of confidentiality

I pledge my commitment to the Peaceful Paths values of Advocacy, Choice, Compassion, Empathy, Empowerment, Honesty, Hope, Mentoring, Peace, and Respect.

I will strive to practice these principles daily in my work in order to create an atmosphere where clients and staff are heard and responded to appropriately.

I agree to be held accountable for my actions and agree to hold co-workers accountable in order to create a responsible environment.

I recognize that providing and supporting quality client services is the priority and my actions, attitude, and involvement should *positively* impact every client's experience.

By signing below, I agree and understand that I must be able to perform each responsibility set forth as an intern with Peaceful Paths.

Intern Name and Signature

Date

Agency Representative Name and Signature

Date