



Fundraising, Special Events, & Donor Cultivation Intern

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| Position reports directly to: | Director of Development |
| Location: | Peaceful Paths Outreach Office |
| Pay Rate: | Non-Paid Position |
| Hours: | 15+ Hours Per Week (2 semester internship preferred) |

Requirements:

The Fundraising Intern works closely with the Director of Development as in integral part of our Development Team. Our team exists to identify, cultivate, solicit, and steward individuals and businesses interested in supporting Peaceful Paths' mission. This role will focus primarily on planning and executing fundraising events and campaigns aligned with our overall fundraising goals. This intern will also assist with donor cultivation, retention, and stewardship. The ideal candidate will possess strong communication skills, an understanding and passion for our mission, and the ability to manage multiple projects effectively. This is a dynamic internship that will require high energy, organization, and excellent time management. We are seeking students working toward a degree in Non-Profit Management, Fundraising, Marketing, Event Management, Advertising, PR, Communications, Journalism, or Women's Studies, but all qualified candidates will be considered regardless of your major. Preference will be given to students able to commit to two semesters.

Principal Job Duties

- Work with Director of Development to:
 - Plan, set up, and execute agency fundraising events and Development campaigns which includes attending all fundraising events hosted by Peaceful Paths.
 - Solicit sponsorships and in-kind requests (via written and in-person communication).
 - Utilize donor management (E-tapestry), event management (Greater Giving), and project management (Airtable) software programs.
 - 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 media platforms and newsletter.
- **Secondary Job Duties**
 - 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.

Intern Job Summary

Agency Requirements

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

- promoting diversity and equality
- professional ethics and standards
- flexibility and teamwork
- protection of confidentiality