



## **FUNDRAISING INTERN JOB DESCRIPTION**

Are you interested in learning the ins and outs of fundraising for a non-profit? Do you have a passion for event planning and want to learn how to use a fundraising database, how to write fundraising letters, and how to create a story that will impact your fundraising in a positive way? Consider applying to join the Rebuilding Hope team as a Fundraising Intern!

### **Position Description:**

The Fundraising Intern will work closely with the development team to help plan, develop and execute the fundraising strategies for Rebuilding Hope. Strategies will include learning to and assisting with maintaining, updating and drawing reports from the agency's donor database, assisting in the development of fundraising campaigns and events and assisting with the agency's commitment to donor stewardship. This individual will have the opportunity to leverage experience and expertise in necessary skill sets to assist staff and the Board of Directors towards successfully developing a diverse funding base to support the agency's ability to continue to meet its mission and vision.

Candidates are required to submit a cover letter explaining your interests and skill sets along with a current resume to our Agency Administrator at [lenn@hopesacpc.org](mailto:lenn@hopesacpc.org) by 5:00pm PST on Tuesday, September 15, 2020.

**Reports to:** Rebuilding Hope Development Team

### **Primary Duties and Responsibilities:**

- Working with staff to learn how to enter contributions in database
- Learn how to pull reports from the database
- Research other organizations in our community and in vicinity to find possible donors who might want to be friends of our organization
- Help build database by adding more names and complete information of people we believe will be friends
- Understand the Rebuilding Hope story and what we do so that you help with storytelling
- Help with upcoming event planning to include a variety of tasks from setup, event execution and take-down or event conclusion and follow up
- Work on newsletter. Help put together stories to share with our email list

101 E 26<sup>th</sup> St. Ste 200 Tacoma, WA 98421 [www.sexualassaultcenter.com](http://www.sexualassaultcenter.com)

Admin: (253) 597-6424 Fax: (253) 597-6443

**24 Hour Crisis Line (253) 474-7273 or (800) 756-7273**

- Assist in researching current and relevant methods of engaging with donors and planning fundraising events
- 5-10 hours a week of availability for internship activities
- Commit to a minimum of 3 months of service in this position with a preference by the organization for a 6 month commitment

**Required Qualifications:**

- Enrolled in college or recently graduated
- Strong writing and interpersonal skills
- Strong work ethic and desire to learn

**Desired Qualifications:**

- Some experience with non-profits, but not necessary
- Some experience working in an office setting
- An understanding of the ethics of fundraising