

Musana Development Intern

We are looking for a creative, self-motivated development intern! If you are a self-starter who wants to build a career in fundraising and event planning, then we want to work with you. The Development Intern's job is to provide a supportive role to the Development Director by contacting vendors, designing event decor, and helping with the set-up, execution and clean up of our 2 annual events (June and August). They are also encouraged to create and implement peer-to-peer fundraising campaigns to spread awareness and raise additional funds. This internship is a unique opportunity to learn the essential skills and gain real world experience needed to excel in event planning and fundraising within the nonprofit sector. We will work with your university to meet requirements for class/college credit as needed.

Qualifications / Skills:

- Applied understanding of basic fundraising techniques
- Strong written communication skills
- Proficiency with Google Docs, Sheets & Slides
- Familiarity with major social media platforms (FB/IG, LinkedIn, Twitter, YouTube, etc.), as well as peer-to-peer programs on those platforms
- Creative problem-solving skills
- Self-starter with ability to work independently
- Multitasking, organizational and time management skills

You will succeed in this internship if you are resourceful. You will engage in formal and informal training sessions with your supervisor, the Director of Development, but in this new world of working from home it is imperative that you have the ability to find ways to overcome obstacles, and use your own resources.

Development Intern Responsibilities:

Events

- Establish and maintain relationships with vendors and venues
- Work with Development Director to coordinate event details and aspects, including design, schedules and fundraising; and with Development Officer to coordinate seating, menus and guest lists
- Review budget with Development Director and remain under budget with all costs
- Plan for potential scenarios that could impact the integrity of the event
- Obtain a working knowledge of live auction and paddle raise fundraisers

- Attend weekly Wednesday morning event planning meetings
- Attend weekly Monday morning team meetings

Work Hours:

- The length of this internship is 3-4 months (3 months minimum).
- 15 - 20 working hours per week; what hours you work are up to you as long as you are completing your work in a timely manner.
- Our team works from home and meetings are primarily held on Zoom. The team holds in-person meetings on average 1-2x per month, attendance in-person is flexible - discuss with your supervisor.
- You will be asked to attend Monday and Wednesday morning team meetings for 1.5 - 2 hours. These meetings start at 8:30am MST(Monday) and 9:00am MST (Wednesday).

To apply, email your resume and cover letter to Erin Moser, Development Director: erinmoser@musana.org