

Development and Fundraising intern

Job Description

Commitment: 3 month minimum; 15-20 hours per week.

The Development and Fundraising Intern will work closely with the Executive Director in their goal of improving internal development strategy and securing funding for Living Walls. The intern will support ongoing fundraising campaigns, donor relations, and event coordination efforts of Living Walls. This role involves assisting with grant writing, donor engagement, corporate sponsorships, and event logistics while ensuring up-to-date donor management and effective communications. The intern will gain valuable interpersonal and donor relations skills and will learn how small nonprofits fund their programs.

Responsibilities:

- Assist the Executive Director in researching, managing, and applying for funding opportunities
- Write and submit grant proposals for programs and operations.
- Manage and solicit a diverse donor portfolio, ensuring timely gift acknowledgment and stewardship.
- Engage potential and existing sponsors, ensuring the organization is hitting its fundraising milestones
- Provide administrative support for special events, including logistics, vendors, and volunteer coordination.
- Help implement communication strategies and schedules, including content for newsletters and social media.
- Assist, manage & log distribution of reports, donor gifts, and thank yous.
- Maintain an accurate donor database, generate reports, and track donations.
- Collaborate on development plans to raise public awareness and funds.
- Ensure the donor database information is current and accurate
- Manage sponsorship programs.
- Assist in grant-funding strategies, write and fill out proposals, applications, and reports in correspondence and other written and financial materials.

Requirements:

- Experience in fundraising, grant writing, or nonprofit development.
- Strong written and verbal communication skills.
- Familiarity with donor management software & organizational tools
- Familiarity and passion for Living Walls' mission, vision & values
- Highly organized and detail-oriented.

Learning Objectives:

- The intern will gain professional experience in community outreach, donor engagement, event planning, and post-event donor follow-up.
- The intern will gain a deeper understanding of systems relevant to reporting and understanding programmatic data collection, budgeting, and evaluation.
- The intern will develop an enhanced professional skill set, interacting with Living Walls staff, clients and artists.