Kristin Chatsworth, Executive Director

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602-583-7052



Position Description: **Fundraising Intern**

**Mission:** Our mission is to empower women to break the cycle of generational poverty. We serve adult women whose lives have been affected by poverty, homelessness, and violence.

**Goal:** Gain fundraising experience in a fast-paced nonprofit! The Fundraising Intern will assist the Development Manager with planning and executing a variety of fundraising campaigns including:

* Back to School Supply Drive
* Domestic Violence Awareness Month Campaign (October)
* Holiday Gift Drive
* End of the Year Fundraiser (November)

**Commitment:** This is an unpaid, one-semester internship, with the possibility of transitioning into a paid employee upon completion. The duration of the internship is flexible depending on your school’s requirements.

**Responsibilities:** This intern works closely with the Development Manager to carry out a range of fundraising activities. Primary responsibilities include:

1. Assist with gift solicitation, gift processing, and gift acknowledgement;
2. Solicit sponsorships and in-kind requests (written and verbal);
3. Research potential supporters, including individuals, corporations, and foundations;
4. Provide minimal administrative support to Development team;
5. Assist with internal and external marketing communications, including email blasts and social media;
6. Display compassion towards the hardworking women we serve!

**Location:** The intern will work from the Live & Learn office.

**Time Commitment:** The schedule is flexible and will be agreed upon by the intern and Development Manager. The intern is expected to work a minimum of 8 hours per week.

**Qualifications:** Ideal candidates will:

1. Be pursuing a Bachelor’s Degree or higher in psychology, sociology, social services, human services, education, or a related field;
2. Have some experience (formal or informal) wither diverse, low-income populations;
3. Display strong attention to detail, excellent communication skills, and respect for confidentiality;
4. Have a working knowledge of Microsoft Office Suite;
5. Be passionate about empowering women!