



Intern Job Description: Fund Development Intern

The Early Learning Neighborhood Collaborative (ELNC) is a non-profit organization that is vested in changing the current reality of vulnerable children by implementing an intentional Early Childhood Education service system aimed at providing, expanding and sustaining the capacity of high-quality early care and education programs in targeted neighborhoods of Grand Rapids.

Job Title: Fund Development Intern

Job Description: ELNC is looking for a Fund Development Intern to carryout creative donor communications, build and maintain the donor database, and plan donor recognition/retention events. Some of the day to day responsibilities include managing the donor database, writing copy for donor emails, newsletters, and event invitations, helping to research and cultivate event sponsors and assisting with grants research. This position reports to the Fund Development Manager.

Responsibilities

- Donor management on our CRM platform
- Research and develop events in new fundraising markets
- Organize materials for fundraising events and meetings
- Assist in coordinating donor communications
- Help in conducting in-depth researching into new fundraising markets
- Help with maintaining database records

- Conduct research on potential donors, strategic partners, markets and industries.
- Assist with mailings, invitations, filing, and special projects as needed
- Send thank-yous, receipts and, other donor notes
- Provide general administrative support.

Qualifications:

- Completed or working toward a college degree, preferably in a related field (e.g., English, Marketing/Communications, or Public Relations)
- Previous internship or related experience in Fund Development is a plus
- Must be computer literate (working knowledge of word processing, PowerPoint, Excel, etc.).
- Ability to communicate in a professional manner with team and community contacts
- Self-motivated, good organizational skills, detail-oriented, ability to prioritize, multi-task and meet deadlines
- Enthusiasm for the mission of ELNC and the families we serve

Start Date: Position open until filled, requires 3-6 months commitment.

Hours: 10 – 15 hours/week, preferably thrice a week in the office (Negotiable).

Compensation: This is a non-paid internship

To Apply: Please send a cover letter, and resume to hr@elncgr.org