

Fundraising and Development Internship

Rural Neighborhoods is seeking a qualified intern to contribute to our fundraising and development team. The internship spans all areas including managing relationships with and cultivating donors, planning special events, maintaining records, contributing to grant research and coordinating with volunteers.

Responsibilities

- Identify, research and communicate with prospective donors
- Help maintain and update giving databases
- Event planning and coordination
- Research grant opportunities
- Recruit and coordinate volunteer opportunities

Knowledge and Abilities

The ideal candidate should be interested in learning about nonprofit management with a focused interest in grants and fundraising as well as housing and poverty issues. Experience is a plus but not required. We are looking for persons with:

- Strong written and verbal communication skills
- Strong organizational skills
- Strong research skills
- Experience working with databases a plus
- Proficient in Microsoft Office programs (Word, Excel, etc.)