Together We Thrive.

Internship Opportunity
Ongoing

Responsibilities May Include:

Grants:

• Conducting in-depth research on funding possibilities for programs and initiatives.
• Assisting with development of program specific grant proposals

Fundraising:

• Working with Executive Director, assisting with fundraising, producing events, analyzing strategic plans.
• Assisting with planning and implementation of fundraising events.
• Examples of marketing, fundraising, and event planning duties are researching donor prospects and granting organizations, attending strategic meetings, helping to plan benefits and distributing marketing materials.

Public Relations:

• Other duties may include assisting with capital campaigns, and general public relations.
• Communication tools- emails, newsletters, community presentations.
• Assisting with community outreach, including building relationships with professionals, updating the client information and referral database, and presentations within the community.

Skills Gained Include:

• Learning successful grant-writing techniques and gaining development cooperation.
• Learning about how a non-profit secures funding.
• Provide an inside look at the day to day operations of a non-profit as well as the strategic decision. making inherent in the responsibilities of an Executive Director.
• Making connections with business leaders in the community.
• Increasing communication skills- written and oral.

Skills Needed:

• Technical Skills- Word, Excel, etc.
• Good organization skills
• Commitment to Non-Profits and purpose of organization
• Ability to work independently
• Good written and verbal communication
• Positive attitude
• Dependable and punctual team player
• Ability to work with the public in a professional manner

TUCSON'S JANUARY 8TH MEMORIAL FOUNDATION
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