

**Real Food for Kids - Montgomery  
Fundraising and Development Intern  
Career Connector Job ID #11584**

**Description**

This is an opportunity to gain experience doing fundraising and development for a small non-profit organization working for healthier food in the Montgomery County Public Schools in Maryland and in the state of Maryland. The intern will work directly with the Executive Director and will have the opportunity to be involved in meetings with the organization's Board of Directors and will be an important participant in grant-writing and fundraising activities and strategy as well as the coordination of special events. Time commitment: 15 hours/week. At least one half-day a week must be done at the organization's office in Rockville and the rest can be done from home. Qualified candidates will be interviewed until an intern is selected. The internship period can be adjusted to the intern's availability, although we would prefer interns who can commit to a minimum of three months. Internships are available year-round, so do not hesitate to inquire about other possibilities.

**Responsibilities**

- o Help coordinate fundraising special events.
- o Approach local businesses for silent auction donations.
- o Research grant-making organizations and foundations to develop a list of best prospects.
- o Send letters of inquiry to prospective grant-making organizations and foundations.
- o Prepare proposals and grant applications that display excellent writing and editing skills
- o Prepare grant budgets
- o Assist in developing and implementing fundraising strategies utilizing Facebook, Twitter and other social media.
- o Develop and update donor database.
- o Send donation acknowledgment letters.

**Required Qualifications**

- o A commitment to healthy eating for school children
- o Some academic background or personal interest in nutrition
- o Currently enrolled in or recently completed university or changing career tracks and looking for experience in development
- o Strong written and oral communication skills with excellent grammar
- o Extensive writing experience in any formal context
- o Strong attention to detail
- o Proficiency in MS Word and Excel
- o Excellent organizational skills and ability to meet deadlines
- o Strong initiative and self-motivation
- o Located in the DC metro area (or able to spend at least 1 day/week working at our office in Rockville)
- o Must be able to work on an occasional Saturday or Sunday (no more than 2/term)

**Preferred Qualifications**

- o Some experience in grant writing and/or event planning is preferred but not required
- o Experience using MS Access

To apply, please send a cover letter and resume to [info@healthyschoolfoodmd.org](mailto:info@healthyschoolfoodmd.org). Please indicate desired start and end dates of internship and number of hours/week you can commit to working (during work week M-F).

Location: Rockville, Maryland United States

**To Apply:**

Logon to [Career Connector](#) and search Job ID #11584