

## Sample Traditional Internship

### **Job Description:**

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#### Fundraising Internship

The Spring 2023 Fundraising Events Intern will assist the Events team with the following tasks:

- Event invitation list compilation, logistical support for our annual Luncheon in May 2023 and additional events as needed
- Research on top event donors
- Event revenue tracking
- Interdepartmental communication
- A fundraising research project that addresses a key issue challenging the team

The intern will contribute to specific projects under the supervision of the Associate Director of Events. The internship will require 15-20 hours per week commitment with an anticipated start date of January 22nd, 2022.

This is an excellent opportunity for graduate students looking to obtain additional experience in the not-for-profit sector and seeking to learn about the inner workings on an international nonprofit grassroots women's development organization.

### **Qualifications:**

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- Undergraduate or graduate student in international development or related field
- Strong research or critical thinking skills
- Ability to work interdependently and communicate with people
- Experience working in an office environment

Resume and cover letter required for consideration.