



## Fund Development Intern

Monument Impact's vision is to empower people to build a strong and vibrant quality of life. Our mission is to engage with the community to provide training and tools in order for people to become economically self-sufficient, healthy and safe, civically engaged, connected to each other, and committed to lifelong learning. Internships at Monument Impact require individuals who are committed to being involved in the community and to helping carry out this vision and mission.

### Internship Summary:

The Fund Development Intern will support the Executive Director at Monument Impact to execute creative donor communications, build and maintain the donor database, and plan donor recognition/retention events. This internship is designed to give an authentic, hands-on experience of working in a trusted community non-profit organization in a Fund Development role. Day to day responsibilities include managing the donor database (Salesforce), writing copy for donor emails, newsletters, and event invitations, helping to research and cultivate event sponsors and assisting with grants research.

### Qualifications:

1. Bachelor's Degree or working towards a degree in Business, Communications, Journalism, or similar area preferred
2. Fluent in English and have exceptional writing, editing, and organizational skills
3. Ability to prioritize and manage multiple simultaneous projects with acute attention to detail
4. Must be able to work independently and use critical thinking skills to implement and improve fund development efforts
5. Experience working in a multi-cultural environment, with the ability to build strong working relationships with diverse groups of people

### Skills:

**Required** — Strong Excel, Outlook, Word, and Publisher skills are necessary.

**Preferred** — Experience in fundraising, research, event management, and marketing a plus.

**Time Commitment:** The ideal candidate will be able to work 10 hours a week and will be expected to create and stick to a weekly schedule.

### How to apply:

Please submit your Resume and Cover Letter to [info@monumentimpact.org](mailto:info@monumentimpact.org) with "Fund Development Intern" in the subject line.