Fund Development Internship
Internship Position Description

*Family Futures* is a parent-focused West Michigan nonprofit dedicated to building safe and strong families. Every semester, Family Futures is fortunate to have dedicated interns from a wide-range of backgrounds that donate their skills and time to support our work throughout the community.

An unpaid internship opportunity currently exists for a student wishing to gain experience in the *Fund Development* field. The intern will report to the Chief Advancement Officer while working on a larger team to provide support to other areas of the organization as needed, including marketing, event planning and programming. The intern will gain experience in public relations, event planning, fund development, solicitation of funds, and project management. They will also learn about general administration, clerical, and receptionist support.

**Duties & Responsibilities**
- Support Family Futures Resource Team
- Meet, greet, and build relationships with current and future supporters
- Solicit in-kind donations from local businesses
- Aid in the planning of our annual Service to Children Awards sponsors
- Assist in expanding relationships with business community
- Lead the grant research process for other interns
- Provide support for donor relations
- General administrative, clerical, and receptionist support

**Required Qualifications**
- Willingness to learn new things
- Interest in working in public relations and fund development
- Excellent verbal and written communication skills
- Ability to multitask and effectively manage time
- Ability to work on a team
- Commitment to at least 15 hours per week per semester

**Preferred Qualifications**
- Experience with Raiser’s Edge software preferred but not required
- Experience in grant writing preferred but not required
- Exposure to previous fundraising events preferred but not required

**Application Instructions**
- Complete online [internship application](#), uploading a current resume and cover letter
- For more information, please contact Bryana Hopkins, Volunteer Manager, at 616-855-5461 or [internship@familyfutures.net](mailto:internship@familyfutures.net)