



Together We Thrive.

Internship Opportunity
Fall 2017

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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