



FUNDRAISING INTERN

PURPOSE

The Fundraising Intern will assist the Development Manager with the organization's efforts to secure funding, cultivate relationships with donors, and enhance our overall development processes.

The Fundraising Intern will work independently and with a team to support Empower Missouri's fundraising efforts through research, data management, communications, and logistical assistance. This role provides a solid foundation for a career in nonprofit development.

POTENTIAL DUTIES & RESPONSIBILITIES

- **Communications:** Draft correspondence, newsletters, and other fundraising materials. Track donor milestones; support acknowledgement processes.
- **Data & Reporting:** Compile data and generate reports.
- **Event Support:** Provide support for fundraising events through research and prospecting of venues and in kind donations
- **Research:** Investigate new fundraising initiatives, corporate giving trends, and potential corporate sponsorships. Research potential grant opportunities as assigned by the Development Manager.

REQUIREMENTS

- A strong interest and/or experience in development/fundraising work. Students in their 3rd or 4th year of a program in communications, marketing, nonprofit management, or a related major will be a good fit.
- A commitment to social justice + [Empower Missouri's mission and values](#)
- Exceptional written and verbal communication skills
- Strong research, analytical, and organizational abilities
- Experience with donor database software a plus

TIME COMMITMENT

- 15 hours per week, flexible schedule
- Availability for some meetings between the hours of 9AM-5PM, Monday through Friday
- Ability to work remotely with the opportunity for some travel as necessary to support events

COMPENSATION

\$12.30/Hour

REPORTS TO

Development Manager

TO APPLY

Please send a resume and one writing sample to jobs@empowermissouri.org.

Sample can be any school work; white papers or other marketing materials.

In absence of these materials, please create an email communication asking for support of Empower Missouri for Giving Tuesday, the largest giving day of the year.

*** Your work will not be used unless you are selected for the position. ***