



Fundraising Internship

Reports To:

Chase Mills, Operations Manager - chase@takemar.org

Details:

This is an unpaid Internship with a minimum requirement 8 hours per week. All interns are required to attend an Intern On-Boarding Day as described at <https://www.takemar.org/internships>. If the intern is seeking college credit, it is the responsibility of the intern to check with their school to apply accordingly.

Requirements:

- Must have an interest in sustainability initiatives.
- Must have a computer & reliable internet.
- Must have 8 hours per week to volunteer for Take MAR.
- Must practice a professional, constructive, and positive work attitude to ensure high morale and productivity.

Duration: January 29th, 2024 - April 29th, 2024

IMPORTANT: We require an hour long virtual meeting each week to review assignments and delegate tasks for on-going projects. The rest of your hours will be working independently. Schedules will be determined based on intern applications.

Location: Online via Google Hangouts or Zoom

Responsibilities:

- ✓ Research potential donors and relationships that can lead to fundraising opportunities
- ✓ Assist in planning and executing fundraising events
- ✓ Building out reports summarizing fundraising success after events to communicate to all departments
- ✓ Brainstorm and organize fundraising campaigns
- ✓ Collaborate with department lead to monitor donor engagement and retention, follow up with past donors
- ✓ Research best fundraising practices that can be integrated into our process
- ✓ Participate in donor engagement activities to maintain and strengthen relationships
- ✓ Organizing content, information, and more in our google drive & CRM system
- ✓ Communicate with the department lead to prioritize needs for the week
- ✓ Additional tasks that may arise to carry out the success of the program

ACKNOWLEDGEMENT:

- ★ All interns will need to sign a waiver, NDA, and intern agreement.
- ★ Must reference the operations manual and read through the policies and procedures manual to ensure the proper safety protocols are implemented if interacting with Take MAR in-person or during events.

Sign up today at www.takemar.org/internships in the bottom form.