

Examples of Non-Profit Internships

Titles Might Include:

- Grant Writer
- Development Intern
- Nonprofit Administration Intern
- Executive Intern

Responsibilities Could Include:

Grants:

- Conducting in-depth research on funding possibilities for programs and initiatives.
- Contributing significantly to source identification, feasibility analysis, and the proposal drafting process.
- Assisting with development of program specific grant proposals
- Performing grant writing, grant management, funding opportunity research, resource research

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

Companies Interns Have Worked For:

- RiverView Gardens
- United Way/VITA
- GoodWill
- Sustainable World Coalition

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.