

Spark Ventures Nonprofit Management Intern

Description of the Internship

The Nonprofit Management Intern will work with a small team and gain valuable insight into the environment at a small and growing nonprofit organization. The majority of his/her focus will center on resource development and management, particularly with grant research and writing, major event planning and coordination, individual investor prospecting and online fundraising and media strategy. On the same note, s/he will have opportunities to gain exposure to areas of nonprofit management and operations that s/he feels are of special interest.

Responsibilities May Include:

Major Event Planning

- *Assist with development of promotional materials for Fall Event, including corporate sponsorship package, online and print marketing materials and invites*
- *Research and assist in solicitation of corporate sponsors*
- *Assist with volunteer recruitment and management for Fall Event*

Individual Investor Development

- *Identification and research of potential members for major investing program*
- *Assist with cultivation strategy for major investors, including planning and implementation of Top Investor Dinner in August*

Foundation Research and Grant Writing

- *Research and identification of major grant opportunities*
- *Assist with major grant writing*
- *Assist in re-assessing foundation and corporate grant strategy and positioning*

Other Areas of Work:

- *Public Relations - Identify print or online publishing/ publicity opportunities for Spark Ventures and assist with writing and pitching publishing and publicity opportunities*
- *Online Fundraising – Assist in the management of online media and fundraising strategy.*
- *Social Media – Identify and develop additional opportunities to increase exposure and traction to social media and online fundraising efforts.*

Dates

September 1 – December 15, 2012

Compensation

This is an unpaid internship

Time Commitment

10 - 15 hours minimum

Reports to:

Erin S. Dowland, Director of Resource Development

Submit cover letter and resume to careers@sparkventures.org