

## Fundraising Internship

**Family Futures** is a parent-focused West Michigan nonprofit dedicated to building safe and strong families. Every semester, Family Futures is fortunate to have dedicated interns from a wide range of backgrounds that donate their skills and time to support our work throughout the community.

Fundraising Interns gain experience in public relations, event planning, fund development, and project management. The intern will report to the Director of Fund Development and Community Engagement while working on a larger team to provide support to other areas of the agency as needed, including marketing, event planning, and programming.

### Duties & Responsibilities

- Support the Family Futures Resource Team
- Build relationships with current and future supporters
- Solicit donations from local businesses
- Assist in recruiting sponsors
- Assist in expanding relationships with the business community
- Lead the grant research process for other interns
- Provide support for donor relations
- General administrative, clerical, and receptionist support

### General Requirements

- Current college student or recent graduate
- Interest in Fund Development
- Ability to work independently and as part of a team
- Strong written and verbal communications skills
- Strong Microsoft Office skills
- Detail oriented
- Effective time management and organization, even with frequent interruptions
- Maintain confidentiality
- At least 15 hours per week

### Preferred Qualifications

- Willingness to learn new things
- Interest in public relations
- Ability to multitask
- Experience with Bloomerang software or other CRM software
- Experience in grant writing
- Exposure to previous fundraising events

### Application Instructions

- Complete the online [internship application](#) and upload a current resume.
- For more information, please contact [internship@familyfutures.net](mailto:internship@familyfutures.net).