

Development/Fundraising Intern

Reporting directly to the Director of Development, the intern will:

- o Assist with fundraising campaigns for individual donors
- o Research grants and sponsorships from corporate and charitable foundation, and assist in the writing and preparation of these grants

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| o Assist with publicity, marketing and social media outreach | |
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Participate at community

- Maintain and update database and prospect/prospective reports

Qualifications

• Proficient in Excel, Microsoft Word and other programs

o Strong writing and research skills



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**C DevelopmentF undraising
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Developmental undressing on (Framingham Intern Brighton) Efficient in Excel, on writing and



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research skills

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- o Ability to handle multiple projects at once

- o Attention to detail

Please submit resumes with subject line Intern