

DevelopmentFundraising Intern (Framingham or Brighton)



Location **Massachusetts**
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ITN Greater Boston

Development/Fundraising Intern

We are an innovative, non-profit car service for senior citizens and adults with visual impairments. Our drivers are volunteer and paid drivers who provide rides in private cars to all types of appointments, seven days a week. As part of our long-term sustainability plan, we have launched a Development Program that includes fundraising, community relations, corporate sponsorships and charitable grants. We are looking for an intern willing to work 10-12 hours per week at either our Framingham or Brighton office. This is a great opportunity for a student with an interest in non-profit development/fundraising or marketing to gain varied experience in a small non-profit office.

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

o Assist with publicity, marketing and social media outreach
 o Participate in community events
 o Maintain and update database and prospect reports

o Proficient in Microsoft Word and research skills
 o Strong writing skills
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- o Ability to handle multiple projects at once

- o Attention to detail

Please submit resumes with subject line Intern