

Development Intern, 2018

Job Description

Who should apply and what skills are needed?

- Juniors and seniors studying in the areas of social science (ex. sociology, education, psychology), nonprofit management, communications, marketing, English, organizational development, or related disciplines
- Experience/interest in volunteering and service along with working in a nonprofit setting
- Team player, detail-oriented, interested in learning, open to feedback, creative, and most importantly, hard-working
- Strong writing skills preferred
- Event planning experience preferred
- Strong research skills preferred
- Wallin Education Partners Scholars encouraged to apply

Timeline

- 10-15 hours/week
- June – August

Purpose

Support the Development Department with the goal of advancing the mission of Wallin Education Partners through data management, requests for scholar and program support and increased visibility.

Projects

- Conduct research on potential donors, strategic partners, markets and industries by utilizing tools such as Chamber of Commerce website, MN Grantmakers online, Minnesota Council of Foundations and general search engines.
- Assist in preparation for donor and prospective donor meetings.
- Manage data entry projects focused on streamlining data collection and maintenance processes.
- Assist in drafting and submission of introductory letters and grant proposals.
- Assist with alumni events.
- Other duties as assigned.

To apply: Email a cover letter and your resume to: Stela Center, Director of Development at Stela.Center@wallinpartners.org as soon as possible.