



**Title:** Fundraising Intern

**FLSA Status:**

**Department/Program:**

**Job Family:** Volunteer

### **General Summary:**

There's something truly special about volunteering with Mentors, Inc. As a volunteer, you not only have the opportunity to make a difference in the DC community, but also join a family of dedicated individuals who are committed to developing long-lasting professional relationships.

Founded in 1987 by a parent and a principal, Mentors, Inc. is the only citywide, one-on-one mentoring program for D.C. high-school students. The Catalogue for Philanthropy has named us one of the "Best Small Charities" for three years in a row. For more than 22 years, Mentors, Inc., has paired at-risk students in D.C.'s public and charter high schools with caring, professional adults who support their efforts to graduate from high school, attend college, and prepare for life as successful adults who contribute to their communities.

This is an exciting time for Mentors, Inc. as we seek volunteers who are enthusiastic about our mission and want to contribute professional skills to our organization. If you're passionate about supporting youth development through mentoring and contributing your skills to a small-dynamic team, apply for our internship program!

### **To Apply:**

Please send an application, cover letter, resume, writing sample and two letters of recommendation to [fkhdun@mentorsinc.org](mailto:fkhdun@mentorsinc.org). Put Fundraising Intern in the subject line. All application items must be submitted as a complete package for consideration. All volunteer applicants must complete a criminal background check prior to the date of employment.

**Reports to:** Program Manager

### **Position Overview:**

The fundraising intern supports development strategies for the organization, which may include researching donor prospects, grant writing, database management and fundraising assistance. The intern believes in the Mentors, Inc. mission, is a high-energy team player, and is has superb relationship building, management, and stewardship talents. This internship is an excellent opportunity to experience various aspects of fundraising while working for a well-known, DC-area mentoring non-profit organization.

**Responsibilities:**

- Review and update annual grant calendar on a monthly basis to reflect grant and donor deadlines
- Conduct research on prospective donors, strategic partners and funding opportunities
- Assist with drafting grant proposals and obtaining proposal requirements for specific donors
- Provide support in preparing thank you letters for donors
- Outreach to prospective gift certificate donors and secure give-a-ways for students
- Assist with maintaining donor database updates
- Assist with post-annual event follow-up activities, specifically follow up outreach to donors

**Qualifications:**

- Current high school applicants, must be currently enrolled in high school otherwise;
- High school diploma required, college degree preferred

**Knowledge, Skills and Attributes:**

- Applicants must have strong verbal communication skills and possess the ability to collaborate with a variety of adult and youth personalities
- Candidates should possess strong attention to detail with the ability to maintain or improve the expected tone and presentation of documents based on text samples
- Applicants should also have strong writing skills, as well as experience with database entry.
- Applicants should be self-motivated, possess good organizational skills, detail-oriented, ability to prioritize, as well as multi-task and meet deadlines.
- Candidates should be proficient in Microsoft Word, Microsoft Excel and other Microsoft Office programs.
- Able to commit to agreed upon schedules and meet deadlines as well as provide regular supervisory updates on duties.
- Must be positive and enthusiastic, proactive, high initiative, and flexible.
- Ability to work well in small collegial office setting and commit to confidentiality requirements.
- General understanding of Mentors, Inc. mission is ideal.