

## Development (Fundraising) and Community Engagement Intern

LifeNet4Families seeks an intern who is interested in learning about the fundraising and communications functions of a non-profit organization. LifeNet4Families' Development (Fundraising) and Community Engagement Intern will have the opportunity to gain invaluable experience in all aspects of the development or fundraising cycle and community engagement. Further, the intern will work closely with the Development and Community Engagement team to further LifeNet's mission.

### The Internship

- The Development and Community Engagement Intern will learn how non-profit organizations generate revenue including, but not limited to, how prospective funders are identified and cultivated and how requests for funding (letters of interests, proposal, or contracts) are prepared and submitted.
- The intern will also learn how data are entered into Constituents Relationship Management (CRM) databases and how CRM are maintained, updated, and used for reporting purposes.
- The intern will gain insight into donor stewardship.
- At the completion of this internship, the intern can expect to gain experience in fundraising, institutional communications, community engagement, public relations, and constituents relationship management.

### Duties and Responsibilities

- Assist with maintaining media contact list and media packages.
- Assist Development team with prospect research for foundations and individuals using CauseIQ, Foundation Search and other online resources.
- Create donor profiles and meeting prep biographies for executive team meetings.
- Help with database maintenance.
- Assist in mailings to current, past, and prospective donors.
- Provide other administrative assistance to the Development and Community Engagement team, as needed.
- Interns are expected to work between 12 and 20 hours per week. The Fall 2022 LifeNet4Families Development and Community Engagement intern session runs from mid to late August to December 16, 2022. The internship will be based out of our headquarters, located in Lauderhill, Florida, on an in-person or hybrid (remote + in-person) work schedule. Fully remote work may be considered in exceptional circumstances, if approved by Human Resources, but we strongly prefer candidates located in Broward, Palm-Beach, or Miami-Dade County.

## What we are looking for

We are looking for individuals who are currently enrolled as an undergraduate or as a graduate student in a degree-granting program. We will also consider recent graduates, early career or career-changing applicants who are excited to learn about the mission and goals of LifeNet4Families. We are particularly interested in applicants who are diligent and pay attention to details. Strong writing, editing and research skills are an asset.

## How to Apply

Please send a cover letter, resume and a writing sample (less than 5 pages) to [cmalcolm@ln4f.org](mailto:cmalcolm@ln4f.org) with subject "Development and Community Engagement Intern."

## About LifeNet4Families

LifeNet4Families provides a gateway to stability for people in Broward County experiencing hunger, homelessness, and poverty. The key elements for delivering the mission are providing Food and Nutrition, promoting Health and Well-Being and Enabling Sustainability. Please visit our website [www.lifenet4families.org](http://www.lifenet4families.org) for more information about our programs.

LifeNet4Families seeks to hire staff and recruit interns who reflect the diversity of the communities we serve. We do not just value our differences; we celebrate them. All internships and vacancies are filled without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity or expression, disability, HIV/AIDS status, veteran status, or any other characteristic protected by law. All are encouraged to apply.