

A small group  
of people making  
a BIG impact!



hope shines, inc.

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**Position: Fundraising Coordinator Internship**

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**Dates:**

Start Date: Immediately

Duration: 6 Months Preferred

**Location:** Denver, Colorado: Posner Center for International Development Office

**Hours Per Week:** Part Time, Minimum of 10 Hours Weekly

**Wage:** Unpaid

**Description**

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**Mission:** Hope Shines, a nonprofit organization whose mission is to enhance and improve the lives of orphans in Rwanda, Africa, is seeking an unpaid intern to assist in the coordination efforts of our overall fundraising strategy. Our organization is developing quickly and we are seeking a special individual with a high degree of motivation and energy to help us research, identify, and execute on our multi faceted fundraising strategy.

**Position Description:** The Fundraising Coordinator will work under the direction of the Executive Director via weekly in person and phone meetings. This position will require up to 20 hours per week. An internship with Hope Shines will provide significant experience in the day-to-day operations of an international non-profit organization and help you develop new skills.

**Job Duties and Responsibilities:**

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- ✦ Work directly with the Executive Director and Communication Coordinator with fundraising activities and messaging to our donors and supporters
- ✦ Develop an initial business plan that aligns with the organization's overall fundraising strategy and execute to exceed revenue goals
- ✦ Use business development skills to research and identify fundraising opportunities including prospecting, lead generation, and follow up
- ✦ Assist, coordinate, and participate in fundraising activities through attendance at events, budget creation, donor ID, logistics planning, and identify and manage temporary volunteers to ensure a successful event
- ✦ Identify and advocate Hope Shines to corporate sponsors via phone calls and email
- ✦ Engage personal and business networks to help build support for Hope Shines mission. Constantly seek out new ways to gain financial support through partnerships
- ✦ Seek out avenues and channels for fundraising events such as with Restaurants and Bars as well as create and run one online fundraising campaign via our Crowd Funding Platform
- ✦ Work alongside the Communications Coordinator to give detailed updates on campaigns and upcoming fundraisers that can be communicated to our supporters/donors/followers on a regular basis.
- ✦ Research the market and keep a highly organized contacts master list that Hope Shines can use when the internship has ended

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### **Required Competencies:**

**Drive:** Motivated to meet and exceed fundraising goals and quotas. Establish and maintain collaborative relationships with sponsors to meet business objectives. Demonstrate the ability to close the sale.

**Initiative:** Undertake self-development activities and learn new skills, seek increased responsibilities and ask for and offer help when needed. Demonstrate the ability to work independently and collaboratively with Hope Shines staff and board of directors. Be able to stay organized and driven to succeed. Be the person we can rely on to know what is going on in the market.

**Communication Skills:** Clearly and persuasively communicate, both verbal and written; listen and seek clarifications; write clearly and informatively while seeking to meet revenue goals in fundraising. Be able to communicate to the Executive Director about scheduling conflicts or other priorities.

**Professionalism:** Understand that you are the face of Hope Shines in any interaction with outside partners, businesses or organizations. Must be professional in both written and oral communications as well as with in person meetings.

**Flexibility:** Able to multitask in a changing work environment. Manage competing demands and unexpected events. Willing to change approach to best fit the situation.

**Dependability:** Follows instructions, takes responsibility for own actions, keeps commitments, and communicates progress regularly.

Hope Shines has an “all hands on deck” approach so a “can do” attitude is highly preferred. Sky’s the limit in this position and creativity and proactive efforts are highly valued. We value a driven person that has a passion for the organization’s work and for humanitarian work in general.

### **Applying for the Position**

Visit [www.hopeshines.org](http://www.hopeshines.org) to learn more about Hope Shines’ mission. Send cover letter and resume highlighting your relevant experience and skills to [jobs@hopeshines.org](mailto:jobs@hopeshines.org) Start and end dates are flexible; candidates able to commit longer to the position will be given preference.