



Position: Communications and Fundraiser Coordinator Internship

Date of Posting: August 2019

Location: Mix between remotely and at Posner Center for International Development: 1031 33rd Street, Suite 174, Denver, CO 80205

Hours Per Week: Minimum of 10, no more than 20 depending on individual and situation

Start Date: Immediate to run for a minimum of 6 months from start date

Description

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 ongoing development and implementation of its communications and fundraising efforts. Our organization is small but developing and we are seeking a special individual to help us positively influence change globally.

Position Description: The Communications and Fundraiser Intern will work under the direction of the Executive Director. This position will require a minimum of 10 hours per week, *lasting a minimum of 6 months*. An internship with Hope Shines will provide significant experience in the day-to-day operations of an international non-profit organization and give our organization the voice it needs to advocate our mission.

Job Duties and Responsibilities

- Work directly with the Executive Director (ED) to produce organization communications.
- Maintain Hope Shines' online and social media platforms. This includes channels such as the Hope Shines website, Facebook, Twitter, Instagram
- Frequently communicate about upcoming events, successes, and current work to our donor and support base.
- Maintain online and written communication with donors, partner organizations, and supporters.
- Seek new partner and sponsorship opportunities and maintain a list for media coverage opportunities and online networking.
- Assist in planning events, soliciting donations for auction, and communicating those events to our base
- Update the newsletter subscriber list through Mail Chimp and create and administer the monthly newsletters.
- Seek public speaking opportunities and academic collaboration to advocate Hope Shines' mission.
- Managing the CRM donor base and mailing thank you cards and letters to donors.
- Update website events page and splash page when needed

Required Knowledge, Skills and Abilities:

Ideal candidates will be currently enrolled in, or will have completed, a bachelor's or graduate degree program with a preferred background or interest in non-profit management, business/international business, communications, marketing, or just have a passion for this type of work! Marketing collateral design, website maintenance and social media experience a plus but not required. The candidate will need to be self-motivated and seek out guidance and feedback from the Director as needed.

Applying for the Position

Visit www.hopeshines.org to learn more about Hope Shines' mission. Send cover letter and resume highlighting your experience and desire to be a change maker to jobs@hopeshines.org