

Michigan Coalition Against Homelessness Position Description

Position Title: Fund Development Intern

Reports To: Manager of Marketing, Growth and Development

Work Location: 15851 S Old US-27 Building 30, Suite 315, Lansing, MI 48906

Position Summary: Assist with the organization fund raising activities through a series of events and campaigns.

Essential Duties and Responsibilities:

- Research potential individual donors, corporations and foundations;
- Craft engaging and inspiring communications to encourage individual donations;
- Draft, research and edit grant proposals;
- Maintain and update donor database;
- Participate in planning committee and conduct outreach to corporate sponsors for spring fundraising event;
- Conduct individual research into donor recognition best practices, trends in individual giving and fundraising events;
- Other activities as assigned.

Qualifications:

- At least two years of college;
- Self-starter;
- Strong written and verbal communication skills;
- Ability to organize activities and prioritize assignments;
- Working knowledge of Microsoft Office Suite;
- Experience with general office operation helpful;
- Desire and ability to work collaboratively with others;
- Ability to work independently;
- Desire to make a difference in the human service sector.

To apply for this position, please send resume and cover letter to Laurel Burchfield, Manager of Marketing, Growth, & Development, lburchfield@mihomeless.org.

This is an unpaid position located in Lansing, MI. Class credit may be available.