



Butte Humane Society

Fundraising and Development Intern (UNPAID)

Position Description

The Fundraising and Development intern: *Directly contribute to the growth and success of our organization by supporting our fundraising efforts. Ideal candidates are proactive and able to work independently but also take direction from our Director of Fundraising and Development. This internship emphasizes the importance of building and maintaining relationships with donors, a crucial aspect of successful fundraising in a non-profit organization.*

Duties and Responsibilities

The Development Interns will engage in a variety of activities including, but not limited to:

- Assist with researching potential donors, sponsors, and grant opportunities.
- Help to maintain and update donor databases and records.
- Support the planning and execution of fundraising campaigns.
- Assist in creating fundraising materials and donor communications.
- Collaborating with the development team to identify and implement fundraising strategies.
- Contribute to donor cultivation efforts to build and strengthen donor relationships.
- Providing administrative support to the development team as needed, including but not limited to data entry, answering phones, making copies, filing, etc.

Candidate Requirements:

- Passion for animal welfare and a strong commitment to our organization's mission
- Excellent written and verbal communication skills
- Strong research and organizational skills.
- Proficiency in Microsoft Office and Google Suite; experience in donor management software is a plus.
- Ability to work independently and as part of a team.
- Detail-oriented and able to meet deadlines.