



## **Job Description: Fundraising and Special Events Intern**

### **About Delivering Good:**

Delivering Good, Inc. is the charity of choice for new product donations made by hundreds of companies in the fashion, home and children's industries. Donating new merchandise provides these companies with a simple and effective way to help people in need. Founded over 30 years ago, Delivering Good is a 501(c)(3) nonprofit organization that unites retailers, manufacturers, foundations and individuals to support people affected by poverty and tragedy nationally and abroad. Since 1985, over \$3 billion of apparel, accessories, shoes, home furnishings, toys, books and other useful items have been distributed through our network of community partners.

**Title:** Fundraising and Special Events Intern

### **Job Purpose:**

The Fundraising and Special Events Intern reporting to the Director, Financial Resource Development and will provide support to the entire development team. The Fundraising and Special Events Intern will assist with the implementation of event logistics and a variety of additional fundraising tasks and planning, as well research current and prospective fundraising partners. This internship will provide the selected candidate with firsthand fundraising and special events experience working with the Delivering Good Development Team. Interns will gain insight with corporate, individual, foundation and special event fundraising with focus on raising necessary funds to fulfill mission activities.

**Key Responsibilities** will include but not be limited to:

- Research current and prospective fundraising partners including individuals, corporations, and foundations
- Develop, implement, and execute peer to peer fundraising lists and other contacts, with development team
- Create and compile event materials
- Assist with fundraising outreach
- Assist with the implementation of event logistics and planning
- Participate in fundraising strategy meetings and events

### **Qualifications:**

- Currently enrolled college student
- Highly organized
- Attention to detail
- Proficiency in Microsoft Office programs
- Knowledge of Salesforce a plus
- Ability to handle multiple tasks and deadlines in an environment of change
- Strong writing and communication skills both internally and externally
- Considerate, positive 'can do' attitude
- Ability to work independently and also as part of a team
- Demonstrated interest in Delivering Good's mission



**Employment type:**

internship, non-profit organization

**This is an internship requiring up to 20+ hours per week.**

**Compensation and benefits:**

Compensation \$15 per hour, non-exempt position with no benefits.

To apply, please submit your resume, together with a cover letter describing your interest in the position, to [HR@delivering-good.org](mailto:HR@delivering-good.org), with the subject line: Fundraising and Special Events Intern