



Fundraising Intern

We are searching for a Fundraising Intern to join our team.

The Fundraising Intern will be responsible for developing fundraising strategies to foster deeper relationships with current and potential champions and grow the base of champions and donors. The responsibilities will span multiple departments. The ideal candidate can listen well, pivot, and collaborate; is detail-oriented, relational, and intentional. This role will work closely with Communications and Donor Engagement to consistently deliver on fundraising objectives.

Core Responsibilities may include:

- Develop and implement strategies to thank champions.
- Organize events that foster transformative connections with champions (in-person and virtually); evaluate the success of previous fundraising events.
- Develop and present recommendations for volunteer programs.
- Collaborate with the Communications team to design marketing materials that increase awareness of Forgotten Voices's mission and model.
- Identify and contact potential and lapsed champions.
- Update and maintain donor records.
- Research and write grant proposals.
- Collaborate with the Communications team to develop a long-term plan for connecting with champions.
- Monitor trends in the field and develop recommendations; present reports.
- Collaborate with fellow interns.

Candidate Skill Set

- A heart for service.
- Creative and highly motivated.
- Course experience in marketing, communications, advertising, or public relations.
- Experience using Google and Microsoft products.
- Active listening and skillful communication (clear, honest and respectful).
- Ability to adapt and work efficiently in a dynamic environment with deadlines.
- Agreement and personal commitment to the Christian values of the organization.

Additional Details

- In-person/onsite (office located in Dillsburg, PA)
- 10-25 hours/week (hours flexible; based on class schedule)
- Schedule: Monday-Thursday onsite, Fridays remote

To Apply: Email your resume and cover letter to info@forgottenvoices.org.

