

Intern Job Description: Communications and Fund Development Intern

Friends of Wednesday's Child serves the educational needs of youth in foster care in North Texas through our four program areas which include: Academic, Enrichment, Training, and Success in School. Our programs were designed based on evidence based research to improve the education outcomes of this population.

Position: Communications and Fund Development Intern

Description: Seeking a dynamic, self-starter to assist in development marketing and communication efforts. This internship is an excellent opportunity to learn about the nonprofit sector and experience various aspects of marketing and development.

Responsibilities:

- Create calendar for social media
- Assist in writing post for social media
- Assist in designing flyers, e-vites and other marketing materials for major events hosted by Friends of Wednesday's Child
- Update donor information in Etapestry when needed
- Enter donation information in Etapestry when needed
- Assist in processing donation and preparing acknowledgement letters and other correspondence
- Reach out to the community, organizations, general public, and donors to fulfill and expand the organizations mission
- Assist with planning and execution of major events

Qualifications:

- Completed or working toward a college degree, preferably in a related field (e.g., English, Marketing/Communications, or Public Relations, Hospitality, Nonprofit Management, or other relevant major)
- Previous internship or related experience in marketing or communications is a plus
- Must be computer literate (working knowledge of word processing, PowerPoint, Excel)
- An effective communicator, both written and oral
- Ability to communicate in a professional manner with press and community contacts
- Self-motivated, good organizational skills, detail-oriented, ability to prioritize, multi-task and meet deadlines
- Knowledge of Etapestry donor relations database is a plus

Hours: 8 to 10 hours/week, preferable twice a week in office. Opportunity to work remotely occasionally.

Compensation: This is an Unpaid/Volunteer internship

To Apply: Please send cover letter and resume to Claire Anderson, Fund Development Coordinator at canderson@wedchild.org. No phone calls please.