

## ROLE DESCRIPTION | Development Internship



TITLE | Development Intern

REPORTS TO | Executive Director & Operations Director

COMPENSATION | Unpaid, for college credit

TERM | Begin in January, June, & September. End dates determined w/ each applicant, 3-5 months in length, depending on season. 15-25 hrs/week.

### OVERVIEW

The Development Intern will support and grow the work of Treetops Collective's mission, vision and programs through fundraising efforts, both behind the scenes by helping us build a foundation of processes and manage our database, and host events and interact with donors.

We are looking for people who desire a better way of welcoming New Americans to West Michigan, who are willing to think outside of the box, and are ready to listen, learn, and work hard while applying their skills and education on the job.

### RESPONSIBILITIES

- Create donor database record-keeping criteria
- Clean up donor database
- Research relevant foundations and donors for the work of Treetops Collective
- Contribute recommendations for development of the Treetops Collective donor base.
- Contribute to writing and editing grant proposals
- Work collaboratively with Treetops team on crowdfunding initiatives, newsletters, content for our digital outlet, etc.
- Build strategies around donor and community involvement.
- Contribute to event planning for fundraising efforts
- Turn in work to Executive Director or Operations Director, take constructive feedback, and alter work accordingly.
- Attain transportation to all events and meetings as scheduled.
- Attend one-on-one and team meetings in person, may work from Treetops space or remote as desired.
- Attend monthly Gukura girls group meetings as requested
- Attend Sister Circles creative gatherings as requested

### QUALIFICATIONS

- The ideal candidate must be highly self-directed and flexible
- Studying non-profit management, administration or a similar field.
- Masters level students are preferred.
- Value excellence in their work
- Be passionate for our mission
- Possess cross-cultural competence

- Skilled in cross-cultural communication and sensitivity
- Interns must have reliable transportation to our community space and own or have access to computer and equipment needed for their work
- Internship applicants must be at least 18 years of age, current college students or recent college graduates are preferred.

## GOALS

- To be determined with the right candidate

Contact Person: [lauren@treetopscollective.org](mailto:lauren@treetopscollective.org)

*Updated 10.22.18*