



ROLE DESCRIPTION | Donor Events & Development Intern

REPORTS TO | Development Director

COMPENSATION | Unpaid, for college credit

TERM | Begin in February, June, & September, 3-5 months in length

OVERVIEW

Treetops Collective is made up of people using their different gifts and creative skills to build a welcoming community for New Americans. Interns play a key role in helping us further our mission.

Our goal is not to only include interns in the important work of furthering our mission, but to invest in each intern so that they grow personally and professionally during their time with us. Although our internships have benchmarked expectations, we also want interns to leave this role as passionate advocates for spreading a welcoming West Michigan.

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

- Assist the Development Director in identifying and contacting potential sponsors and silent auction item donors for the 2020 Annual Celebration.
- Work with the Development Director to leverage the Community Gatherings Committee to plan the 2020 Annual Celebration.
- Assist the Development Director in executing receipting and thanking donors for their gifts.
- Support the Development Director in carrying out the monthly donor strategy.

QUALIFICATIONS

We're looking for individuals with a passion for our mission who possess cross-cultural competence. The ideal candidate must be highly self-directed, flexible, and studying non-profit management or a similar field. Experience in writing and making phone calls in a professional capacity required.

INTERNSHIP DETAILS

- Internships generally begin three times a year, in January, June, and September. End dates are determined with each applicant, according to their needs and semester schedules.
- Internships are 3-5 months in length, depending on the season.
- Internship applicants must be at least 18 years of age, current college students or recent college graduates are preferred.
- Internships are unpaid.



- Internships are available in part-time (20-25 hrs/week) capacity.
- Interns must have reliable transportation to our community space and own or have access to computer and equipment needed for their work.
- If you are seeking college credit for your internship, we suggest that you start talking with your school advisor now about the steps you need to take. We are happy to fill out the needed paperwork to ensure that you get academic credit for your work with us.

APPLICATION GUIDELINES

Internship Application Checklist- Inventory and Customer Care

Please include the following for your application to be reviewed:

- Resume highlighting your education/work/volunteer experience
- Cover letter explaining how you heard about Treetops Collective, why you're interested in working with us, and why you're the best candidate for the position
- Names and contact info for 3 references (2 personal, 1 professional)
- Those of us who began Treetops Collective have been driven by our creative dreams, our anger at injustices, our experiences of hospitality in far-off countries, and many other things. We want to know more about what brought you to our community. Help us get to know you by picking 8 questions from below and answering each question in a half-page or less.
 - What is one thing we can do to create a welcoming West Michigan for New Americans?
 - What do you know about refugee resettlement?
 - What is one thing in the world that makes you angry?
 - What is your dream job?
 - What kind of work environment do you prefer?
 - What languages do you speak? What languages would you like to learn?
 - List one or more of your social media profiles —Pinterest, Facebook, Twitter, etc.
 - What are good ways to build cross-cultural friendships?
 - Tell us about your best work experience and what made it the best.
 - What are 2 or 3 of your favorite websites you visit and why?
 - Tell us a story about someone who welcomed you.
 - What is one of your lifetime goals?
 - What is one question you would like to ask us?
 - Tell us about one of your favorite books and why it was a favorite.
 - Do you have any creative hobbies? What are they? What creative skills would you like to learn? What creative skills could you teach?
 - Have you traveled internationally? If yes, where? What was your favorite part of that experience?

Please submit your application to info@treetopscollective.org.

