

New Horizons Shelter and Outreach Centers

JOB TITLE

Fundraising Intern

Reports to the Fundraising Manager

LOCATION

The fundraising intern works on-site in La Crosse, WI, in our various locations.

TIME COMMITMENT

Work 8-10 hours per week between 8-4 pm for the duration of the semester. Additional hours can be accommodated.

SPECIFIC RESPONSIBILITIES

- Assist in planning and organizing annual fundraising event
- Develop and distribute promotional materials and messaging
- Solicit donations for event auction from area businesses and organizations
- Create donor targeted fundraising communications, gift acknowledgements, and social media posts

QUALIFICATIONS/SKILLS:

- Interest in working with cause-related nonprofit organizations
- Self-starter with the ability to work independently and collaboratively
- Creative problem-solving skills
- Excellent verbal and written communication skills
- Ability to prioritize multiple tasks in a deadline-driven environment
- Comfortable making fundraising calls/visits via phone and in person
- Familiarity with social media strategy and platforms

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Working toward a degree in communications, writing, marketing, other related major
- Successful completion of introductory courses in major field of study
- Proficient with the use of Microsoft Office
- Previous experience with the use of Adobe Creative Cloud, Canva, etc. is preferred

All interns must successfully pass a fingerprint background check to be considered.