



Internship Opportunity

Fundraising Intern

- Description:** The fundraising intern will assist the President and Treasurer of the Board in developing and maintaining a successful program for major donors and grassroots donors. This is a perfect opportunity for someone looking to break into non-profit development.
- Responsibilities:** Create and maintain donor database;
Write and send donor acknowledgements;
Write and send fundraising appeals;
Help develop a monthly donor program
Identify possible major donors and write special appeals;
Explore new opportunities for grassroots fundraising including donation campaigns and sale of merchandise;
Help re-order and restock SoB merchandise in sales outlets.
- Qualifications:** Excellent writing skills;
Enthusiasm for Skatepark of Baltimore's mission;
Regular access to email;
Experience with Microsoft Word and Excel, prefer experience with Access as well;
Creative thinker.
- Time:** Intern will be expected to work at least 5 hours each week. Intern will work from home at his or her convenience, but should have availability to communicate with the President and the Treasurer frequently through email. This position will last 3 months with the possibility for longer.
- Evaluation:** Intern will meet bi-monthly with the President to develop goals and evaluate progress. Intern will be supervised primarily by the President, but also the rest of the Board of Directors.
- Benefits:** This position does not pay a salary, but it can be structured so that a student may receive school credit or service learning hours. Other benefits include resume experience, the opportunity to get letters of recommendation for school or work, the chance to network with Baltimore's non-profit and municipal sector.
- To Apply:** Please submit a resume and/or letter of interest explaining why you would like this internship. Also be prepared to submit a sample to show your writing skills. All materials should be sent via email to Volunteer Coordinator Amy Peyrot at Amy.Peyrot@gmail.com