Examples of Non-Profit Internships

Titles Might Include:
- Grant Writer
- Development Intern
- Nonprofit Administration Intern
- Executive Intern

Responsibilities Could Include:

Grants:
- Conducting in-depth research on funding possibilities for programs and initiatives.
- Contributing significantly to source identification, feasibility analysis, and the proposal drafting process.
- Assisting with development of program specific grant proposals, perform grant writing, grant management, funding opportunity research, resource research

Fundraising:
- Working with Executive Director, assisting with fundraising, producing events, analyzing strategic plans
- Examples of marketing, fundraising, and event planning duties are researching donor prospects and granting organizations, attending strategic meetings, helping to plan benefits, and distributing marketing materials.

Public Relations:
- Other duties may include assisting with capital campaigns, and general public relations.
- Communication tools- emails, newsletters, community presentations
- Assisting with community outreach, including building relationships with professionals, updating the client information and referral database, and presentations within the community

Specific responsibilities may include:
- Conduct research on foundation, sponsors, donors
- Commitment to Non-Profits and purpose of organization
- Make connections with business leaders in the community
- Work with the public in a professional manner
- Provide an inside look at the day to day operations of a non-profit as well as the strategic decision making inherent in the responsibilities of an Executive Director.
- Learning successful grant-writing techniques and gaining development cooperation.
- Learning about how a non-profit secures funding
- Increasing communication skills- written and oral.

Projects students have done in the past:
- Assist with special event planning
- Assist with grant application writing
- Work with Directors Committee to implement development strategies
- Coordinate promotional materials