



**Job Title:** Development & Fundraising Intern

**Sector:** Fundraising

**Employment Category:** Intern

**Employment Type:** Part-Time, Unpaid

**Location:** Central Oregon

### **Job Description**

COMMITMENT: 3 month minimum; 15-20 hours per week.

The Development and Fundraising Intern will work closely with the Development Manager in their goal of securing funding for the [Latino Community Association](#). The intern will support ongoing fundraising campaigns, including the planning and management of fundraising events. The intern will gain valuable interpersonal and donor relations skills and will learn how small nonprofits fund their programs.

### **RESPONSIBILITIES:**

- Assist with planning, marketing, and implementation of the Latino Community Association's fundraising events.
- Update data regarding donor engagement and gifts.
- Write thank you cards to donors.
- Clean reports to obtain data for the Development Manager to use in grants.
- Assist in creating templates for grant applications.
- Create content for social media platforms, monthly newsletters, and general program marketing. Skills in the Canva program are helpful.

Other duties as needed and assigned by the Development Manager.

### **LEARNING OBJECTIVES:**

- The intern will gain professional experience in community outreach, donor engagement, event planning, and post-event donor follow-up.
- The intern will gain a deeper understanding of systems relevant to reporting and understanding programmatic data collection, budgeting, and evaluation.
- The intern will develop an enhanced professional skill set, interact with LAC staff, clients and supervisors and contribute to other projects as needed.

**REQUIREMENTS:**

- Fluency in Spanish desired but not required.
- Excellent communication and organizational skills.
- Attention to detail and procedure.
- Ability to work independently and take initiative.
- Knowledge or ability to learn online databases.
- Computer literacy, preferably with PC systems.

**To Apply:**

Email a resume and 1-page cover letter to Mary Murphy, LCA Volunteer Coordinator, [mary@latca.org](mailto:mary@latca.org). Contact Mary via email or by phone 541.325.9407 if you have any questions about the application process.

**Commitment to Diversity and Inclusivity:** LCA is committed to building a diverse organization and a climate of inclusivity. We strongly encourage applications from candidates who can demonstrate that they can contribute to this goal.

**Equal Opportunity Employer:** LCA is an equal opportunity employer and values diversity at our company. We do not discriminate on the basis of race, religion, color, national origin, sex, gender, gender expression, sexual orientation, age, marital status, veteran status, or disability status. We will ensure that individuals with disabilities are provided reasonable accommodation to participate in the job application or interview process, to perform essential job functions, and to receive other benefits and privileges of employment. Please contact us to request accommodation