

Development and Fundraising Intern

Position: Development and Fundraising Intern

Organization: National Medal of Honor Heritage Center

Location: Chattanooga, Tennessee

Duration: 9-10 Months - Fall Semester through Spring Semester End

Hours: 10 Hours per week estimated but can be negotiable

About the National Medal of Honor Heritage Center:

The National Medal of Honor Heritage Center is a prestigious non-profit organization dedicated to preserving the legacy and stories of America's bravest individuals who have received the Medal of Honor for their exceptional acts of valor. We strive to honor these courageous heroes and inspire future generations through educational initiatives, public programs, and immersive exhibits. By working at the National Medal of Honor Heritage Center, you will have the unique opportunity to be part of a team that plays a vital role in honoring and perpetuating the spirit of selfless service and sacrifice.

Internship Overview:

We are seeking a highly motivated and dedicated college student to join our team as a Development and Fundraising Intern. This internship will provide hands-on experience in fundraising, event planning, and communications within all development and fundraising areas of the organization. As an intern, you will be under the supervision of the Director Development and be assigned tasks to support our fundraising efforts and assist in the successful execution of various events and initiatives.

Responsibilities:

Fundraising

- Conduct research on potential donors, sponsors, and grant opportunities.
- Assist in preparing fundraising materials, including grant proposals and sponsorship packages.
- Help maintain donor databases, ensuring accurate and up-to-date records.
- Collaborate with the team to develop creative fundraising strategies and campaigns.

Event Planning:

- Assist in planning and organizing fundraising events, including our golf tournament, clay shoot, and Celebration of Valor.
- Support event promotion through various channels, including social media and email marketing.
- Participate in event setup, registration, and on-site support.

General Support:

- Provide general administrative assistance to the Director of Development as needed.
- Attend team meetings and actively contribute to discussions.
- Perform other duties and tasks as assigned to support the overall mission of the National Medal of Honor Heritage Center.

Qualifications:

- Currently enrolled in a college or university pursuing a degree in communications, marketing, nonprofit management, or a related field.
- Strong written and verbal communication skills, with attention to detail.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Ability to work collaboratively in a team-oriented environment.
- Must be a self starter
- Demonstrated organizational and time management skills, with the ability to handle multiple tasks simultaneously.

Benefits:

- Gain hands-on experience in development, fundraising, and event planning within a reputable nonprofit organization.
- Learn from experienced professionals in the nonprofit sector and receive mentorship.
- Opportunity to network with professionals in the field and potential donors or sponsors.
- Certificate of completion and a letter of recommendation based on performance.

How to Apply:

Interested candidates should submit their resume, cover letter, and any relevant writing samples to development@mohhc.org. Please indicate "Development and Fundraising Internship Application" in the subject line.