



**Position Title:** Fundraising and Development Intern  
**Department:** Development  
**Reports To:** Individual Giving and Events Manager  
**Revised:** July 14, 2010  
**Hiring Range:** This is an unpaid internship position

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### **WHO WE ARE**

Mi Casa Resource Center is a leader in Colorado's nonprofit arena with a 34-year history of helping Latino families advance in their economic success. We achieve our mission through career, business and youth/family development strategies as well as educational and support services that increase opportunities for success. Currently we are recruiting applicants with a strong interest in our mission and in the field of resource development in the position of Fundraising and Development Intern.

### **POSITION SUMMARY**

The Fundraising/Development Intern will support the Development Department in day-to-day activities related to donor acquisition, cultivation, and recognition. This position will involve identifying and qualifying individual, corporate, and foundation donor prospects through research efforts. This intern will also have responsibility to assist the Individual Giving and Events Manager with the fundraising event planning and logistics implementation leading to day-of-event activities. The Fundraising/Development Intern will also provide the Individual Giving/Events Manager and Communications/Grants Manager with additional support as needed.

### **TIME COMMITMENT**

The time commitment for this internship position is a minimum of 12 hours per week during business hours (8:30am-4:30pm) through the fall term. This position is flexible to accommodate credit requirements, class and work schedules, holidays, exams, etc.

### **SPECIFIC RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO**

#### **Donor Relations**

- Conducting research to identify possible donor prospects
- Generating personalized recognition materials to thank donors for their financial support (i.e.: thank you letters, donor updates, etc.)
- Assisting with annual giving activities, including the annual e-mail campaign giving, online giving initiatives (i.e.: Facebook and Twitter fundraising events, ColoradoGives Day, website appeals, etc.) direct mail appeal, and the thank-a-thon
- Research and introduce ways Mi Casa can improve its use of existing fundraising events and collateral materials for the purposes of donor cultivation and "friend-raising"

**Event Planning**

- Assisting in the coordination of logistics for a variety of fundraising events
- Draft letters and complete follow-up activities (i.e.: correspondence by telephone, e-mail, and fax) to ascertain the viability of funding relationships with corporate and individual donor prospects as related to fundraising events
- Communicate with event participants pre and post-event
- Attending special events, development team meetings, and assist provide limited administration assistance (i.e.: mailings, filing, etc.)

**Marketing and Communication Support**

- Assist with marketing and communication activities, as needed

**Other**

- Complete additional duties as assigned

**Required Qualifications**

**EDUCATION:** Pursuing a Bachelors or Masters degree in Marketing, Communications, Public Relations, Nonprofit Development, or related field.

**EXPERIENCE:** Must have a positive attitude, experience producing quality work on deadline, and the ability to work effectively as a team or individually. Must have strong organization skills, the ability to handle multiple deadlines, and previous experience managing multifaceted projects. Experience working with diverse communities/audiences. Must have genuine interest in helping Mi Casa pursue its mission of economic success for Latino families.

**SKILLS:** Excellent written and verbal communication skills. Proficient with Word, Excel, and Outlook. Must possess strong research capabilities. Previous event planning experience preferred but not required. Bilingual in English/Spanish helpful but not required.

Interested candidates should send a cover letter and resume to Cheryl Balchunas, Individual Donor and Events Manager [Cbalchunas@micasaresourcecenter.org](mailto:Cbalchunas@micasaresourcecenter.org). For questions, please call (303) 539-5609.

**Mi Casa Resource Center is an Equal Opportunity Employer.  
We are dedicated to diversity and encourage all people to apply.**