



Job Title: Foundation Intern

Internship Type: Part-time, paid internship with possible college credit. Flexible hours.

Schedule: 10-15 hours weekly

Overview

The ideal candidate would be pursuing a career in office management, nonprofit administration or business administration, and show efforts of obtaining knowledge in these fields.

We are looking for:

- A positive, go-getter pursuing their associate's or bachelor's degree in finance, business administration, human resources, development and/or marketing.
- An efficient, detail-oriented individual with exceptional time-management skills and an ability to work on projects independently
- A problem-solver with a growth mindset
- An excellent communicator, both written and verbal
- A working knowledge of Microsoft Office and Adobe Acrobat

Job Description

As a Foundation intern, you will assist in nonprofit office duties, support the donor communication process and help provide stellar donor experiences.

Key responsibilities may include:

- Maintaining maintain database integrity with clean and concise data entry
- Preparing lists, merging files, printing and prepping donor mailings
- Sorting and filing paperwork
- Reviewing materials for accuracy
- Researching additional ways to modernize donor experience
- Assisting with meeting and event planning and implementation
- Providing additional day-of event support
- Organizing Foundation impact stories into a central location

As the Foundation Intern, you will come away with marketable skills such as how to work as part of a team, develop strong donor experiences, communicate to stakeholders, organize board committee activities, and learn a variety of online platforms used for donor information, fund activity, and scholarships and award applications.

To apply, complete an application at foundationforlps.org/about/jobs.html. If you have any questions, contact alicia.haugen@lps.org.