



**Job Title:** Stewardship Intern

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

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### **Stewardship Intern**

Experience Desired:	Excellent writing and communications skills. Familiarity with Microsoft Office and Adobe Acrobat.
Other Requirements:	Efficient, detail-orientated, exceptional time-management skills with an ability to work on projects independently. Must have a willingness to learn and enjoy thanking others.

### **Job Descriptions (Two intern positions are available in our Stewardship department)**

As a stewardship intern you will assist in nonprofit management and/or provide stellar donor experiences.

Two intern positions are available in our Stewardship department:

- (1) Nonprofit management. Key components include:
  - Ensure a seamless process for applicants
  - Create scholarship and award packets for committee members to review
  - Organize financial reports for donors
  - Submit invoices as part of the accounts payable process
  - Research vendors and ensure accurate orders for award materials
  
- (2) Donor experience. Key components include:
  - Planning Awards and Scholarship celebration events
  - Learn about how we communicate with donors via our email service platform
  - Write thank you cards to donors
  - Curate impact stories for donors
  - Research additional ways to modernize donor stewardship

We are looking for a positive, go-getter with tons of initiative to solve problems. As a stewardship intern, you'll come away with marketable skills such as how to develop strong donor relationships, ways to communicate to stakeholders, a greater understanding of financial accounting, the ability to organize a board committee, and knowledge of a variety of online platforms used for finance, donor database, and scholarships and award applications.

Qualified candidates should be pursuing a job in accounting, business administration, finance, management, or accounting, and show efforts of obtaining knowledge in these fields. To apply, complete an application at <https://www.foundationforlps.org/about/internship-application.html> and send resume with to [bailey.feit@lps.org](mailto:bailey.feit@lps.org).