

## Development Internship

*Location: Waterloo Office*



**Reports to: Community Engagement Manager**

**Dates/ Hours Anticipated: M-F 8:00am to 4:30pm**

### **Internship Summary:**

The Development Intern will work closely with the Development team to assist with event planning, community outreach, marketing, and grant management.

### **What You Will Do:**

- Assisting in the development of agency publications such as newsletters, annual reports, brochures, blog posts, and flyers
- Assist with mailings and distributing flyers for fundraising and outreach events
- Assist in donor engagement with thank you, notes and phone calls
- Assist with tasks related to fundraising events i.e., room set up, auction item pick-up, creating table reserved signs, etc.
- Assist in the grant management process (auditing, preparation of materials, etc.)
- Assist with grant research and identify grant application opportunities
- Assist in the grant writing process (proofread, preparation of materials, conduct research, etc.)
- Accompany FOF staff during presentations, outreach and fundraising events

### **Job Qualifications and Competencies:**

- Attending college for a degree in Family Services, Communication, Marketing, Education, Human Services, or another related field.
- Must have excellent organizational skills, attention to detail and the ability to prioritize tasks and projects
- Must have excellent verbal and written communication skills
- Must have knowledge of web and social media
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint and Publisher)
- Exemplify Friends of the Family Core Values of People First, Emotional Intelligence, Equity and Inclusion, Drive Change, and Grit.

**For more information or if interested, please email  
Madison Gaffney, Community Engagement Manager, at [madison@fofia.org](mailto:madison@fofia.org) with the  
subject line "Development Internship".**