



Fundraising & Business Development Intern Summer Internship 2020

About the Organization

Caring for Friends provides food and friendship to homebound seniors, disabled, homeless, families and children in need.

Caring for Friends is a hunger relief charity with the goal of dramatically accelerating its growth in 2020 to serve meals to thousands more seniors, families across the five-county region of Philadelphia. Interns are an integral part of this strategy. We are looking for fresh ideas and energy to help more people. We aim to give interns a full overview of how to run a nonprofit in the human services space. Interns will shadow executives, draft fundraising letters and learn about general operations and pitching our work to prospective business partners and donors.

Internships are generally part or full-time (between the hours of 9:00 am-5:00 pm) and located at our warehouse and office at 12271 Townsend Road, Philadelphia, PA.

What you will learn/do:

- Gain comprehensive and “hands-on” fundraising and business development experience
- Shadow Executive Director during donor site visits
- Maintain stewardship and donor acknowledgment program
- Support prospect research
- Draft “Letters of Inquiry” to foundation prospects, and draft reports to funders
- Identify and draft newsletter stories, social media posts related to fundraising or food drives
- Schedule and participate in donor meetings, follow-up calls to proposals
- Join team projects as needed, such as general officer work and volunteer event support

We are looking for candidates with:

- The ideal candidate will have an interest in gaining experience in non-profit management, and have some experience with fundraising.
- Positive attitude and willingness to learn in a fast paced, quality driven environment
- Ability to connect with our Volunteers/Guests
- Ability to work clean and maintain a clean workspace
- Communicate with Team Members, Management and Volunteers/Guests in a positive manner
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All food prepared in our Caring for Friends kitchen is donated to families and children in need across the five counties of Philadelphia.

If interested, please send your resume and e-mail stating why you are interested in interning with Caring for Friends to Jeannette Fournier at jfournier@caringforfriends.org.