



Fundraising & Business Development Intern

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 need 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 on their own and learn to rescue food in our warehouse.

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.

Program Related Projects

- Outreach to church partners to identify needs and current Caring for Friends activities, keep a spreadsheet with results of findings
- Experience snack bag stuffing, food rescue, sorting and stocking in warehouse
- Shadow COO during pantry/church partner onboarding interview
- Identify potential community partners

Development/Fundraising Related Projects

- Draft Letters of Inquiry to Foundation Donors for Review
- Draft newsletter stories
- Create and post social media stories and images
- Schedule and participate in donor meetings, follow up calls to proposals
- Shadow Executive Director during donor site visits

Other

- Join team projects as needed, such as general officer work and volunteer event support