

Job Description: Fundraising & Grant Writing Intern

Girls Rock! Indianapolis' internship program provides emerging leaders with the opportunity to help create a safe space for Indy's youth and our community at large. Involved in both the arts and music community and youth programs sector, interns will expand their knowledge and develop experience by collaborating with our hard working board and committee members. Through various department duties, committee teamwork, and special projects, interns will have fun and accomplish their learning objectives in a creative and energetic environment.

Responsibilities May Include:

Fundraising:

1. Assist in the planning and implementation of fundraising events as well as:
 - Event logistics and registration
 - Volunteer recruitment and management
2. Coordinate and send donor communications throughout the year that pertain to Volunteer and Annual Giving
3. Attend Grant/Fundraising committee meetings, as needed
4. Provide administrative support, as needed

Grants:

1. Assist with the management of grant materials and information packets
2. Assist in researching new granting opportunities
3. Assist in the compliance and reporting requirements for grantors/funders
4. Provide administrative support, as needed

This position reports to the Executive Director with overall supervision by the Girls Rock! Indianapolis Board of Directors.

Example of hours:

15-20 hours a week

Minimum of three days in office between 10-4

Some weekends for classes and workshops and special events

Candidates must be 18 years of age or older and a current college student.

Stipend: No stipends are currently available; internship may be applicable towards course credit depending on student's major.

To apply:

Please submit a résumé and cover letter to Twinkle VanWinkle, Executive Director:
twinkle@girlsrockindy.org

All interns must pass a background check.