

## Event Planning and Fundraising Internship (Unpaid)

The Development and Fundraising Internship at BIIN is a great career builder for anyone interested in development and fundraising in the nonprofit sector. Upon completion, the intern can expect to acquire invaluable experience in working with fundraising software, branding, event management, strategic planning, and writing grant applications.

### **Duties and Responsibilities:**

The BIIN Fundraising Intern will be responsible for researching potential grants, working with the grant committee, and overseeing the application process. He/she will assist in conducting interviews and writing stories about clients to be included in newsletters and applications highlighting the work that we do. Other tasks include ensuring all documents are brand compliant and assist in coordinating the annual fundraising dinner.

### **Activities may include:**

- Research, plan, coordinate, and manage all events.
- Manage fundraising campaigns and oversee donor relations.
- Write personalized thank you letters to donors.
- Identify prospective individual, foundation, and corporate donors. Develop strategies to cultivate those relationships.
- Generate initiatives that increase donor loyalty.
- Write grant applications.
- Provide accurate data collection for grant reporting and proposals.
- Serve as in-house copy editor.
- Draft copy and select impactful photographs for blog posts, newsletters, one pagers and fundraising campaigns.

### **Qualifications:**

- Desire to work with and support the immigrant community.
- Must own a personal laptop computer.
- Ability to commit to the entire internship period.
- Organized and clear writing ability is required. Must be able to develop clear, detailed content describing impacts, as well as compelling stories, messaging and social media copy.
- Strong interpersonal skills. The ability to come across as warm and sincere online and to embody BIIN's brand in digital communications.
- Comfortable in reaching out to organizations and donors, via email, phone, and in-person.
- Flexibility to work evenings and weekends when needed.

**Preferred skills but not required:**

- Proficiency with Google Docs, Google Drive, Google Slides, Canva.
- Experience with social media platforms.
- Spanish language skills.

**Start Date:** BIIN interns usually begin the second week of the semester.

**Time Commitment:** It is our hope that our interns experience as much of BIIN as they can, and truly become a part of our team. Therefore, we have created a program centered on a minimum of 100 hours allocated over the course of 10 weeks. However, BIIN allows interns to work additional weeks and hours if their program requires it or if they choose to be more involved.

**Compensation:** Though unpaid, the internship provides the opportunity to hone management and supervisory skills while making a tangible contribution in addressing the needs of the local immigrant community.

**Work Environment:** The intern will work in a small collaborative office environment.

**Academic credit:** BIIN has had interns work for three credit hours from the Sociology, Political Science, Hispanic Studies, and Philosophy departments' internship classes. BIIN is happy to work with interns to meet the requirements of their department's internship program.

**General Program Information:** BIIN's internship program is open to anyone who is interested in gaining experience managing programs.

**Goal:** Provide an educational opportunity involving hands-on activities while at the same time empowering the local immigrant community.

**Vision:** We view our interns foremost as learners who offer a valuable fresh perspective. We treat each intern as a professional team member and part of the BIIN family. Our staff is committed to the program, offering guidance, and appreciation for each intern's contribution.

**To Apply**

For more information or questions on the general details of the internship program, contact Jaimi Washburn at [info@brazosimmigration.com](mailto:info@brazosimmigration.com). To apply for an internship position please send a resume and cover letter to [info@brazosimmigration.com](mailto:info@brazosimmigration.com) with the name of the internship you are applying for in the subject line.