Development and Fundraising Intern (Fall2021)

Department: Development and Fundraising **Location:** Remote work
Starting: Flexible

Description:

Sports Philanthropy Network builds stronger, healthier and more inclusive communities through sports. We provide professional development programs including conferences, webinars, podcasts, media coverage and other services coverage to support sports nonprofits, athlete foundations and sports organizations. Candidate will handle many aspects of development and fundraising to help further the mission and goals of the Sports Philanthropy Foundation.

Responsibilities:

- Manage peer-to-peer and online fundraising efforts including Facebook, Go Fund Me and others
- Create fundraising competitions, initiatives and programs
- Support other development efforts of the Sports Philanthropy Network
- Assist with managing CRM and Donor Management System
- Draft correspondence, press releases and other communications relating to development efforts
- Research grant opportunity
- Draft Grant requests
- Research other funding opportunities and partnerships
- Various other responsibilities deemed appropriate by SPN staff

Requirements:

- Excellent written and verbal communication skills and customer service abilities
- Self-motivated and able to thrive without being micromanaged
- Desire to learn and grow professionally in the fields of communications, marketing, graphic design and social media
- Ability to multi-task
- Proven ability to work as a team player
- General Knowledge of:
    - Microsoft Office Suite (Word, Excel, PowerPoint)
    - Social media platforms (Facebook, Twitter, LinkedIn, Instagram, etc.)
    - Social media scheduling and management software (Hootsuite or similar)
    - Word Press
    - Canva
    - Mail Chimp (or prior use of email marketing system)
    - CRM
- Sports industry (desired but not required)
- Must receive course credit

Personal traits desired

- Self-motivated and able to work independently with minimum supervision
- Reliable (must be able to dedicate a minimum of 20 hours per week)
- Creative
- Organized
- Ability to maintain confidentiality

SUBMIT VIA EMAIL ONLY—PLEASE PUT RESUME AND COVER LETTER IN ONE PDF DOCUMENT

Reporting to: Roy Kessel, interns@sportsphilanthropynetwork.org