



We build **strength, stability, self-reliance** and **shelter**

Fundraising Events Internship (Unpaid)

Fall 2021

About

Our mission is dedicated to building decent, affordable housing with families that live in substandard and unaffordable housing and to make decent shelter a matter of conscience and action. Our vision is seeing that all residents of the greater Providence area live in decent, affordable homes.

Under the leadership of the Board of Directors and its new Executive Director, the Greater Providence affiliate has developed an ambitious but viable strategic plan to structure, streamline, and scale up its program services.

The Fall 2021 internship cohort offers individuals an opportunity to work independently and as part of a team to make an immediate and direct positive impact, build new professional relationships, and develop valuable professional skills.

Internship Description

We seek a dynamic, self-starter to assist with organizing and coordinating fundraising events. This internship is an excellent opportunity to experience various aspects of event planning while working for a well-known community-based nonprofit organization.

- Assist with organizing and planning fundraising events
- Build and maintain relationships with sponsors and vendors for monetary and in-kind donations
- Direct event timelines and associated staff/volunteer activities to ensure all events run smoothly
- Produce and oversee event materials
- Work with Marketing team to create marketing strategy and materials for events

Internship Responsibilities

Tasks may include the following:

- Perform fundraising and event planning best practices research
- Direct event timelines and associated staff/volunteer activities to ensure all events run smoothly
- Maintain fundraising events calendar
- Facilitate peer-to-peer fundraising events
- Work with Marketing team to create marketing strategy and materials
- Build and maintain relationships with sponsors and vendors for monetary and in-kind donations
- Network with individuals and organizations to promote HabitatPVD
- Manage budget for all events
- Create and send event mailers



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Requirements

- A minimum weekly commitment of 8 hours
- Able to work remotely and participate in video conferencing
- Strong project management skills, including ability to balance multiple projects and prioritize effectively.
- Current enrollment or recent completion in a related Bachelor or Master's degree
- Experience with event planning
- Commitment to the mission and goals of Habitat for Humanity
- Strong desire to learn along with professional drive
- Excellent verbal and written communication skills
- Excellent knowledge of Microsoft® Office

Benefits

- Practical experience with current fundraising event planning techniques and best practices
- Engagement opportunities with successful fundraising event professionals
- Opportunity to participate in organization meetings
- Make new friends
- Flexible schedule

Apply

Send your resume or LinkedIn URL and the contact information of one professional reference (e.g., professor, former employer, etc.) to Mark Kravatz, Executive Director (kravatz@habitatpvd.org)

Habitat for Humanity of Greater Providence does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.