



Job Title: *Special Events and Fundraising Intern*

Type: Temporary – Volunteer Internship (*Unpaid*) - *Note: This position is unpaid; however, we are willing to work with educational institutions to provide academic credit or fulfill internship requirements if applicable.*

Department: Operations/ Family Stabilization and Well-Being

Location: Atlanta | **Modality:** In-person with option for hybrid

Applications: To apply, please fill out [this application](#) selecting the job title above under “internship you are applying for.”

Position Summary:

The Latin American Association is seeking a motivated and enthusiastic individual to join our team as a Special Events and Fundraising Intern. This internship provides an excellent opportunity to gain hands-on experience in event planning, fundraising, and donor engagement within a nonprofit organization. The intern will work closely with our special events and fundraising team to support various initiatives and contribute to the success of our fundraising efforts.

Job duties/responsibilities:

1. Assist with event planning and coordination: Support the planning and execution of special events, including fundraisers, galas, donor appreciation events, and community outreach initiatives. This may involve tasks such as venue research, logistics coordination, vendor management, and event promotion.
2. Donor engagement and stewardship: Contribute to the cultivation and stewardship of donors, sponsors, and partners. Assist in developing and implementing strategies to engage donors, express appreciation, and maintain strong relationships.
3. Support fundraising campaigns: Assist in the planning and implementation of fundraising campaigns, including online giving campaigns, peer-to-peer fundraising, and annual giving initiatives. This may involve drafting campaign materials, managing online platforms, and tracking campaign progress.
4. Conduct prospect research: Assist in researching potential donors, sponsors, and grant opportunities. Gather information on prospective funders, create prospect profiles, and contribute to the development of donor cultivation strategies.
5. Donor communications and acknowledgments: Support the drafting and coordination of donor communications, including thank-you letters, impact reports, and fundraising appeals. Ensure timely and personalized acknowledgments for donations received.
6. Collaborate with cross-functional teams: Work closely with other departments, such as marketing and communications, program teams, and volunteer management, to ensure seamless collaboration and effective coordination of fundraising initiatives.
7. Assist with database management: Help maintain accurate and up-to-date donor information in the organization's database. This may involve data entry, donor segmentation, and generating reports for analysis.
8. Research and stay informed: Stay up-to-date with fundraising best practices, emerging trends, and new technologies in the nonprofit sector. Share findings and recommendations with the special events and fundraising team.

Requirements:

1. Currently enrolled in a relevant undergraduate or graduate program, preferably in a field related to nonprofit management, marketing, communications, or a similar discipline.
2. Strong written and verbal communication skills, with the ability to effectively convey ideas and engage with diverse audiences.



3. Excellent organizational and time management skills, with the ability to handle multiple tasks and meet deadlines.
4. Proficiency in Microsoft Office Suite, particularly Word, Excel, and PowerPoint.
5. Familiarity with fundraising platforms and donor management databases is a plus.
6. Passion for the Latin American Association's mission and a genuine interest in fundraising and donor relations.
7. Ability to work both independently and collaboratively in a team environment.
8. Previous experience in event planning, fundraising, or volunteer coordination is desirable but not required.
9. Availability Saturday November 11

An internship with this department presents an opportunity to gain a full understanding of the needs affecting metro-Atlanta's Latino population and the following:

1. Hands-on experience in event planning, fundraising, and donor engagement.
2. Opportunity to work closely with a dedicated special events and fundraising team and gain insight into nonprofit development practices.
3. Professional development and mentorship opportunities within the organization.
4. Exposure to a diverse range of programs and initiatives aimed at supporting the Latinx community.
5. Potential for growth and further involvement with the Latin American Association beyond the internship.
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7. Potential for growth and further involvement with the Latin American Association beyond the internship.
8. Gain exposure and experience in the field of nonprofit management
9. Gain skills related to the Spanish language and exposure to a bicultural/bilingual learning experience in the field of social and community services.
10. Learn and implement organization policies including privacy and confidentiality policies within social services programs. Develop a positive attitude, cultural diversity skills, social intervention skills, and a strong desire to help the community.
11. Serve as an integral part of community events and outreach activities for the Latinx/Hispanic communities.
12. Learn how to relate effectively with people of diverse cultural and economic backgrounds.

**Qualifications:**

- Currently enrolled graduate student or undergraduate student in a related field of International Relations/Development, Social Work, Global Human resources, Learning and Development; Non-Profit Management, International Business, or other relevant fields
- Comfort with research, organizing content, and liaising with staff
- Strong writing skills
- Excellent organizational skills, strong communication and interpersonal skills, and ability to collaborate
- Ability to use basic functions of Microsoft Excel and other Microsoft Office programs
- English fluency is required
- Intern will need to supply his/her home workspace, computer, internet access, etc