

Description: ElderCare of Alachua County is seeking a motivated and dedicated intern to join our team. This internship provides hands-on experience in grant writing, fundraising, development, and other essential aspects of running a successful non-profit organization. The intern will gain valuable skills while contributing to our mission.

Responsibilities

- Grant Writing:
 - Research grant opportunities that align with the organization's mission and goals.
 - Assist in the preparation and submission of grant proposals and applications.
 - Track grant application deadlines and maintain an organized grants calendar.
- Fundraising:
 - Support the planning and execution of fundraising events and campaigns.
 - Assist with donor relations, including updating donor records and drafting acknowledgment letters.
 - Contribute to the development of fundraising materials, such as brochures and email campaigns.
- Development:
 - Collaborate with the development team to identify and cultivate relationships with potential donors and sponsors.
 - Assist in the creation and implementation of a strategic development plan.
 - Participate in community outreach efforts to raise awareness about the organization and its mission.
- Hands-On Experience:
 - Gain practical experience working with a non-profit organization, including attending meetings and participating in strategic discussions.
 - Contribute to the organization's overall mission by assisting in various projects and initiatives.
 - Collaborate with staff and volunteers to enhance the organization's impact in the community.
- Requirements:
 - Currently enrolled in or recently graduated from a relevant program (e.g., Non-Profit Management, Business, Communications, or similar).
 - Strong written and verbal communication skills.
 - Ability to work both independently and in a team-oriented environment.
 - Highly organized, detail-oriented, and able to manage multiple tasks simultaneously.