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## **Job Description: Nonprofit Administration Intern**

### **About the Foundation:**

The Eden Prairie Community Foundation is a 501(c)(3) nonprofit whose mission is to enrich Eden Prairie through philanthropy, collaboration and leadership. As a grant-maker, the Foundation raises money which it turns into grants to help local nonprofits fill unmet community needs. As a fiscal sponsor it helps fledgling organizations achieve their missions or projects by providing administrative services. Our summer 2019 internship from roughly mid-May to the end of August will teach you the many aspects of nonprofit management and help you make a difference in Eden Prairie. Apply by April 18.

### **Purpose:**

To further the mission of the Eden Prairie Community Foundation by assisting with events, development activities, and overall administration.

### **Duties and Responsibilities:**

- A. Assist with the planning, marketing, and implementation of events, including fundraisers.
- B. Manage participant and donor data in software programs, including Constant Contact and Donor Snap.
- C. Provide support for ongoing development activities, including prospect research, administration of sponsor programs, coordination of marketing materials, and maintenance of donor lists.
- D. Develop social media and website marketing for events, appeals, and the Foundation's brand.
- E. Assist with community outreach, including relationships with donors, grantees, nonprofit partners, board and committee members, and other stakeholders.
- F. Attend, participate in, and occasionally coordinate meetings and events.
- G. Conduct research in support of the Foundation's mission and initiatives.

### **Skills Needed:**

- Technical skills in Word, Excel, etc.
- Good organizational and problem-solving skills, with attention to detail
- Commitment to nonprofits and the mission of the Foundation
- Self-discipline and time-management skills needed to work independently
- Dependable and punctual team player
- Good verbal and written communication skills
- Ability to work with the public in a professional manner
- Moderate experience working with social-media platforms

### **Skills Gained Include:**

- Overall knowledge of nonprofit management and administration
- In-depth understanding of development and event fundraising
- Greater awareness of leadership and strategic-planning concepts
- Ability to develop relationships with community leaders
- Higher level of communication abilities

**Other General Requirements:**

Must have a valid driver's license, currently be working toward a degree in a field related to nonprofit management, and be available at least 10-15 hours/week (exact days and times to be determined according to your schedule). This internship does not provide a stipend, but has the potential for academic credit. Intern reports to the Foundation's executive director. Length of internship is 2-4 months.

*(To apply for this internship, contact Executive Director Mark Weber at 952-949-8499 or [mweber@epcommunityfoundation.org](mailto:mweber@epcommunityfoundation.org). The application deadline is April 18, 2019.)*

**Specific EPCF Duties Assigned to Intern Include (But Not Limited To):**

- Prepare meeting agendas and materials and, when possible, minutes
- Process donation thank-you's and receipts
- Database entry
- Plan, prepare, and implement donor mailings
- Plan, prepare, and implement events
- Post information on EPCF website and social media, and conduct SEO as needed
- Prepare copy for news releases, email newsletters, and website blog posts
- Conduct research associated with strategic planning and donor development
- Engage with board members, donors, community leaders, grantees, nonprofit partners, and the general public