

## **Non Profit Management Intern**

### **Operation Ward 57 || Seattle/Tacoma, WA**

#### About the Position:

Operation Ward 57 seeks an unpaid intern to assist program in day-to-day activities. This internship will give the intern valuable, real-world experience in the nuts & bolts of nonprofit work. Well suited candidates should have an interest in nonprofit management. Candidates must be currently enrolled or recent graduates and plan on pursuing a career in a related field. This is an unpaid position, but it comes with a great reference and lots of rewarding work within the Veteran community. This position is located at our Seattle/Tacoma office.

Responsibilities include but are not limited to:

#### Duties include:

##### *Fundraising and Development:*

- Identify and research potential donors, including corporations, foundations, and individuals;
- Assist in creating materials needed for donor solicitation, including letters, electronic presentations, and informational packets;
- Initiate corporate sponsorship/employee engagement opportunities;
- Help maintain database with donor and prospect information;
- Assist with organization and tracking of annual fundraising campaign;
- Special events planning, outreach and communications;
- Assist in preparing project budgets and proposals

##### *Marketing and Communications:*

- Assist with video, social media, & other communication projects
- Identify and create outreach plan to local print and electronic media
- Research and write copy for website
- Represent Operation Ward 57 at off-site events (networking, recruiting, etc.)
- Document program components each week via social media

##### *Managing the Non-profit:*

- Assist in preparing materials for local advisory board
- Participate in webinars and/or attend events related to non-profit management
- Assist in managing and tracking volunteers

#### Qualifications:

- Passion for helping Veteran and Military communities & families
- Ability to commit to 6-15 hours a week
- Ability to multi-task, work independently, and take initiative
- Ability to maintain confidentiality of all aspects of job responsibilities

- Excellent interpersonal, written and verbal communication skills
- Highly organized with excellent research skills and attention to detail
- Desire to continuously learn and confidence asking questions
- Computer/online/digital media savvy
- Ability to interact professionally with diverse groups
- Comfort with a professional yet playful workplace culture
- Ability to thrive in an environment that is characterized by growth, diversity and constant change

How to Apply:

Please submit resume and cover letter to [volunteer@operationward57.org](mailto:volunteer@operationward57.org) and include NONPROFIT MANAGEMENT INTERN in the subject line; or mail to Operation Ward 57, PO Box 80055, Seattle, WA 98108. No phone calls please. Applicants are encouraged to respond as soon as possible.

Operation Ward 57

(<http://www.operationward57.org>)