



Development & Fundraising Intern Job Description

Organization Overview:

To You From Us is a community-based nonprofit organization on a mission to help children and families living in marginalized communities with resources to break cycles of poverty and become self-sufficient through STEM: Service, Training, Education and Mentoring.

Position Overview:

The Development & Fundraising Intern will support the Executive Director and Fundraising Team in researching, planning, and executing development strategies. The intern will gain hands-on experience in nonprofit fundraising, donor stewardship, and sponsorship outreach.

Key Responsibilities:

- **Donor Outreach Support:** Help prepare sponsorship packages, fundraising letters, and donor thank-you cards.
- **Grant Research:** Assist in identifying new grant opportunities and compiling information for proposals.
- **Fundraising Campaigns:** Participate in planning and promoting seasonal fundraising initiatives and donor drives.
- **Event Planning:** Support logistics and outreach for donor events and fundraisers.
- **Database Management:** Help update donor records, track gifts, and prepare donation reports.
- **Partnership Engagement:** Assist with outreach to local businesses and community partners for sponsorship and in-kind support.

Qualifications:

- Currently pursuing a degree in Nonprofit Management, Business, Public Administration, or related field.
- Strong writing, research, and organizational skills.
- Interest in fundraising, development, and philanthropy.
- Ability to work independently and collaboratively.
- Aligned with the values and mission of TYFU.

Learning Opportunities:

- Learn the fundamentals of nonprofit fundraising and donor relations.
- Gain experience in grant research, campaign planning, and impact reporting.
- Build networking and partnership development skills.
- Play a key role in helping a nonprofit grow its financial sustainability.

Final Note:

This internship position is designed to be both educational and practical. By the end of the internship, the intern will have gained a broad understanding of how nonprofit organizations utilize fundraising and partnerships to achieve their mission and expand their influence.