

Status: **Internship**

Reports to: **Director of Leadership Giving or Leadership Giving Analyst**

### **Internship Description**

Availability: Spring 2018

Hours: 12 weeks, 12 hours per week.

### Internship Summary:

The Leadership Giving Department is responsible for raising major gifts from individuals and family foundations to support Connecticut Public Broadcasting Network (CPBN). Using best practices in the growing field of prospect research, potential donors are identified and custom proposals are developed to support programming and projects for CPTV/WNPR. The Major Gifts Research and Support intern will work closely with the Leadership Director and Leadership Giving Analyst to assist with finding information and tailored proposals and overviews for leadership-level donors to support CPBN by searching online, working with other CPBN departments, and from other sources.

Prospective interns should be interested in nonprofit development or social service, with a strong interest or background in journalism, grants writing, professional writing, or fundraising.

- Spring semester internships run from February 5, 2018 and must be completed no later than April 27, 2018.
- All Internships are 12 weeks long.
- Interns work 12 hours per week, 6 hours per day. (\* Note: Undergrads requiring 126 hours for course credit will be able to work 1 additional 6 hour day during the 10 weeks.)
- Interns are all paid \$10.10 per hour and must fill out time sheets.
- All interns are required to attend an orientation – date & time to be announced.

### **Internship Responsibilities**

- Assist the efforts of the Major Gifts team to develop new opportunities for fundraising.
- Help update and track research on prospects and donors for Major Gifts.
- Assist Leadership Giving Analyst with development of documentation for easy reference.
- Research various programs, initiatives, or events that donors may be interested in funding.
- Write and edit donor-specific documents and overviews that present clear and concise opportunities for funding.
- Assist with updating copy and news stories for Leadership Giving website at cpbn.org.
- Write and edit new news stories for website and wider circulation to Major Gifts and Leadership Giving audience.
- Other tasks as assigned.

### **Internship Skills/Qualifications**

- Highly organized self-starter with an ability to work independently.
- Eagerness to learn new skills and willingness to explore new challenges.
- Excellent data management skills.
- Strong writing and editing skills, with an ability to write in different voices and styles.
- Good knowledge of Microsoft Office Suite, especially Excel, Word, and Outlook.
- Strong follow-through and attention to detail.
- Strong research skills and ability to research specific programs or initiatives.
- Deep interest in nonprofit programs and fundraising.

### **To apply, send resume, cover letter, and completed application to:**

Internships at CPBN

Connecticut Public Broadcasting, Inc.

1049 Asylum Avenue

Hartford, CT 06105

[humanresources@cpbn.org](mailto:humanresources@cpbn.org)