



Development and Communications Intern

Peoplefund is seeking a dynamic and energetic individual to work with development staff to advance our fundraising and marketing capabilities. Intern will report to Director of Development and Communications, and will support special development projects, our annual fundraising event, and our annual campaign. Intern will also have a major voice in our online presence, including: social media, website, blog, and online distribution of press releases and information. We work hard but we have a great time; you'll have the chance to work directly with our clients, governing board, other staff members across all departments, partners, and constituents. There will be tons of networking events and professional development opportunities.



Responsibilities Include:

- Supporting and promoting various fundraising projects.
- Working closely with development staff to increase fundraising efforts.
- Grant research and prospecting.
- Logistics and branding for annual event.
- Media inquiries, appearances, and responses as needed.
- Writing, editing, and publishing press releases, blog articles, and donor related materials.
- Encouragement of volunteers, community members, and staff members .
- Development of relationships with Peoplefund clients for marketing and development purposes.
- Social media management (linkedin, instagram, multiple twitter accounts, multiple facebook accounts, foursquare, youtube).

Preferred Skills:

- Experience with social media tools (see above).
- Familiarity with photo and video applications.
- Excellent written and oral communication skills, comfort speaking before large audiences.
- Experience with Microsoft Office suite, Adobe Creative Suite, Donor Management Software.
- Spanish Language a plus.

This position is unpaid, but will offer networking opportunities and avenues for growth. We are looking for a passionate and creative addition to our team. Preference will be given to candidates who are interested in a year-long internship but Spring-semester only candidates will be considered.

To Apply, please send resume, cover letter, and statement of availability to amber@peoplefund.org.

Peoplefund

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