



Title: Community Relations & Development Intern

Job Type: Unpaid Internship

Location & Hours: 2120 Howard Dr W, Ste J North Mankato, MN 56003 exact hours TBD, but falling within regular business hours (M-F: 8:30am – 5:00pm).

Department: Community Relations

About FOCP: Feeding Our Communities Partners has a mission to engage our community in solving youth hunger. We envision a community in which hunger is not a barrier to success and believe that feeding hungry students allows for active minds during the school day.

Description: This internship provides first-hand experience in nonprofit stakeholder development along with a comprehensive view of nonprofit operations. This position works closely with the Community Relations Manager and the Executive Director to drive organizational fund development goals. This position reports to the Community Relations Manager.

Duties/Assignments:

These duties will be the responsibility of the Community Relations & Development Intern. These duties may change, or additional duties may be added, depending on the Intern's set goals.

- Assist with FOCP fundraising events
- Collaborate with outreach activities/community awareness
- Data entry
- Manage donor recognition efforts
- Research fund development opportunities
- Additional outreach projects as needed
- Assist with donor relations and stewardship

Preferred Qualifications:

- Self-driven; not only understands the word "initiative" but acts on it
- Details...you love the details
- Comfortability speaking to medium-size audiences
- Adaptable and willing to assist in areas/departments outside of Community Relations as needed
- Solid communication skills across various office platforms (in-person/front desk/phone/email correspondence)

To Apply: submit cover letter and resume to Lori Wollmuth, Community Relations Manager at lori@feedingourcommunitiespartners.org