



Title: Senior Nonprofit Management Intern - Development & Communications
Sector: Development

Organization Summary

Project Sunshine empowers a dynamic and dedicated corps of over 15,000 volunteers to bring programming – recreational (arts), educational (tutoring and mentoring), and social service (HIV and nutritional counseling) – to 100,000 children facing medical challenges and their families in 175 cities across the United States, and in four international locations: Canada, China, Israel, and Kenya.

Project Sunshine recruits, trains, and equips volunteers to deliver enrichment programming to young patients, restoring a crucial sense of normalcy to the pediatric healthcare environment.

Position Description

The Senior Development and Communications Intern will join a passionate and energetic team at a time of significant organizational growth. She/he will develop exceptional communication skills; will assist with the planning and implementation of major fundraising events; will learn the day to day operations of a non-profit; and will practice strategic decision making. Donations and awareness raised make our unique programming for young patients and their families possible.

Senior Nonprofit Management Intern will gain professional skill sets, by supervised engagement, in:

I. Development and Communications Initiatives

- Prepare and organize marketing materials and press kits
- Assist with projects related to website development and other web content
- Monitor social media pages – reposting key updates – and develop content for posting
- Input donor information into fundraising database (Raiser’s Edge)
- Conduct in-depth research on funding possibilities
- Manage media archive and update as needed

II. Major Fundraising Events

- Assist with the planning and organization of fundraising events
- Request sponsorships and auction prize donations
- Prepare key documents and presentations for use at events
- Provide on-site support during events
- Organize photos and thank you letters post-event

Qualifications

- Commitment to the mission and values of Project Sunshine
- Excellent verbal, written, organizational, and interpersonal skills
- Strong attention to detail
- Experience with database work is preferred, but not required (training will be provided)
- Experience with event planning or volunteering is a plus
- Proficient with Microsoft Word, Excel, and PowerPoint
- Desire to learn about the nonprofit sector, fundraising, and/or special events
- Comfortable navigating public transportation within the NYC boroughs
- Candidates must be willing to commit to 40 hours a week for six months (a stipend will be provided)

Internship Benefits

- Gain invaluable working experience in a passionate, exciting, mission-driven organization
- Work in a collaborative environment alongside people who are experienced in their fields
- Establish a professional network and make valuable connections
- Chance to be fully integrated into the organization, including getting to know how a nonprofit functions and the opportunity to be a part of all staff functions: team meetings and staff engagement activities
- Professional Development opportunities including intern lunches with staff to discuss career paths, resumes, interviews, and more

How to Apply

A cover letter and resume are required. Email jtimms@projectsunshine.org and include your cover letter and resume as attachments AND in the body of the email in case the attachments cannot be opened. Please put "Senior Development Intern" in the subject of your email. NO phone calls please.