



Fundraising Development Intern

Mission: FosterAdopt Connect is a non-profit organization that provides foster and adopted children a stable, loving, and nurturing family environment through support and advocacy for abused and neglected children and the families caring for them.

Internship: The Fundraising Development Intern will work under the direction of the Development Coordinator to assist in activities specifically related to donor relations and special events.

Responsibilities:

- Assist with donor research and prospecting
- Update and maintain donor database (DonorPerfect)
- Send acknowledgements to donors
- Assist with event management and logistics
- Provide staffing support at events as needed
- Ask for monetary and in-kind support
- Provide general administrative support for the Development department

Qualifications:

- Strong written and oral communication skills
- Personable

Hours per Week: 12-15 hours (during the hours of 9am to 5pm. May require working hours outside this timeframe for meetings and events.)

Benefits: Free parking and opportunities to attend board and committee meetings. This is an unpaid position.

Location: Office is located in Independence, Missouri.

Email resume and cover letter to:

Courtney Ryan, Development Coordinator
FosterAdopt Connect
18600 E 37th Terrace South
Independence, MO 64057
courtney@fosteradopt.org

Questions: 816-350-0215