mpowered

Website:  http://www.mpoweredcolorado.org/

Organization Address: 2009 Wadsworth Blvd, Ste 100, Lakewood, CO 80214

Position Title:  Fund Development Intern

Desired Start Date and End Date:  Flexible

Organization Description:

mpowered, a Colorado-based 501(c)3 nonprofit organization, seeks a qualified intern to join our growing development and fundraising team. mpowered is a nonprofit resource for individuals and families in Colorado who want to learn about money management and participate in coaching to achieve an individual definition of financial success. We provide affordable programs to empower people to transform their financial futures. Team members successful within mpowered culture are highly self-motivated, business-minded, entrepreneurial, able to multi-task, flexible, and collaborative. All of our team members – regardless of their positions – help us to achieve our goal of empowering families and individuals. Learn more at www.mpoweredcolorado.org.

Position Description:

The development intern will provide fundraising, outreach, marketing, donor relations and administrative support to help mpowered maximize revenues and reach organizational goals. The ideal candidate enjoys managing projects, organizing data, coordinating people, and attending to details in a fast-paced team environment. The development intern will gain broad experience in various aspects of nonprofit development, fundraising, event planning, marketing, grant reporting, and general nonprofit operations.

Duties may include, but are not limited to:

- Coordinate regular and proactive check-ins with funders and potential funders
• Maintain mpowered’s grants calendar
• Research potential funders and write grant proposals
• Produce narrative, operational and financial reports as required by funders
• Generate regular funder communications
• Record, process and acknowledge gifts
• Initiate contact and follow-up with donor and partner prospects, as appropriate
• Represent mpowered in the community; attend funder meetings
• Help maintain digital media platforms
• Assist with fundraising campaigns and special events
• Assist with special funder stewardship projects
• Manage donor and partner database in CiviCRM; manage grant files and records
• Provide administrative support to the Executive Director, Business Development Director and Development Officer including calendar management

**Qualifications:**

mpowered is looking for an undergraduate who is looking to acquire development and fundraising experience working for a nationally-recognized nonprofit organization. This person should have excellent verbal and written communication skills, a strong work ethic, the ability to work independently, and proven organizational skills. Experience working with CiviCRM or other donor management systems is a plus. Fundraising experience is a plus.

Team members successful within mpowered culture are highly self-motivated, business-minded, entrepreneurial, able to multi-task, flexible, and collaborative.