

Development Internship

Guiding Light Mission is a Christian-based non-profit organization that provides meals to homeless men, women and children in Grand Rapids, as well as providing shelter, rehabilitation and re-entry programs for homeless men.

We are seeking a self-starting Development Intern to assist with every day donor management, donor appreciation program and communications with volunteers.

The individual must demonstrate the ability to undertake basic communication and people management skills and the ability to interact professionally with donors. A working knowledge of computers, as well as word processing and database management software is necessary.

Responsibilities

- Develop opportunities to show appreciation to donors

- Assist with various donor research and scheduling of appointments with donors

- Assist with creating and developing communication pieces to donors

- Participates in engagement department team meetings, and brings donor perspective to department initiatives

Time commitment 12-20 hours per week, 2 days (flexible, within business hours).

Contact Jessica Manfrin at Jessica@lifeonthestreet.org, or at 255 S. Division Grand Rapids MI 49503