

**Rocky Mountain Peace and Justice Center**

**Fundraising Internship**

# RMPJC Mission Statement

Rooted in the spirit of unconditional nonviolence, the Rocky Mountain Peace and Justice Center is dedicated to radically progressive personal and social change. We are a multi-issue organization that works to restore and protect Earth and human rights. We educate, organize, act and build community in order to create a culture of justice and peace.

# Internship Description

RMPJC is looking for a motivated fundraising intern to help with fundraising tasks and further develop their professional skills. The intern must have a passion for environmental and social justice issues in a framework of nonviolent education and action. This is an opportunity to join a team working for change and gain valuable fundraising experience, including nonprofit development and management, grant writing, events planning, and relationship building, in addition to communication, leadership, and teamwork skills. The intern will work directly with the fundraising coordinator.

The internship will focus on fundraising, however the student is encouraged to explore other areas of interest at RMPJC. The intern will be expected to work 5-10 hours per week (this is flexible) for one academic semester or one academic school year.

# Responsibilities

* Learn and carry-out the RMPJC mission statement
* Research fundraising tactics and sources
* Research and write grants
* Attend fundraising meetings
* Assist in tasks such as developing a donor database and event planning
* Inspire and follow through on ideas for social entrepreneurship
* Complete a final reflection paper

# Requirements

* Excellent written and verbal communication
* Experience from course study and/or professional experience in fundraising for a non-profit organization
* Knowledgeable about theory and practice of financial responsibility
* Reliable laptop or computer
* Team oriented mindset
* Leadership skills
* Creative and resourceful
* In good academic standing with GPA of 2.5 or higher
* Full-time college student working towards a degree

# Desired Experience

* Salesforce for Nonprofits
* Grant research and grant writing

# Compensation

This is a volunteer unpaid internship. We encourage you to use this internship to gain course credit, if that is an option.

# Application

To apply, please send a cover letter and resume to [rmpjcapplications@gmail.com](mailto:rmpjcapplications@gmail.com)

If you have questions regarding the internship, please email [rmpjcapplications@gmail.com](mailto:rmpjcapplications@gmail.com)

Thank you and looking forward to hearing from you!