



IMPACT

INTERNSHIP JOB DESCRIPTION COMMUNITY RELATIONS/FUNDRAISING

Term: Summer/Spring 2020

Company Description: IMPACT provides human, intellectual, and financial resources to underserved entrepreneurs while building partnerships with participating students and the local community. Our organization works directly with entrepreneurs to help create business plans, implement sound business strategies, and provide support throughout microfinancing. This is a great opportunity to gain hands on experience working with a startup non-profit organization.

Job Description: The intern will design, coordinate, and execute a fundraiser for IMPACT. The goal is to raise a minimum of \$2,000, create community awareness of IMPACT's mission, and engage potential donors, business mentors, and students. Interns will predominantly work from the University of Tampa campus, but may also be required to conduct meetings off campus or virtually.

Responsibilities:

- Working directly with the Founders to determine the fundraising needs of the organization
- Researching potential fundraising opportunities
- Offering recommendations for fundraising, both in the long and short-term
- Creating an operating budget
- Managing resources such as volunteers
- Implementing a fundraiser

Skills:

- Ability to manage a project independently
- Self-motivated and eager to grow, professionally
- Strong communication skills
- Organization
- Willingness to actively engage with the community and potential donors

Majors:

- Management
- Finance
- Accounting
- Communications
- Public Relations
- Entrepreneurship

Time Commitment:

- 5-20 hours a week

Compensation:

- Unpaid internship – potential academic credit