



BOYS & GIRLS CLUBS
OF PORTLAND METROPOLITAN AREA

**Boys & Girls Clubs of Portland
Internship Opportunity (Unpaid)
Marketing & Fundraising
Fall 2018**

Want to have fun, get an inside look at the nonprofit world, build diverse skills sets around fundraising, marketing, and campaign management? If this sounds like you, come join us at Boys & Girls Clubs of Portland Metro for the fall semester, September – December 2018. You'll work with our Marketing and Development staff to make our holiday campaign a roaring success using peer-to-peer fundraising, leveraging the power of social media, print and digital advertising, email marketing, events, stewardship projects varying in size and scope, and more! This is an unpaid internship, but a highly experiential learning opportunity.

Preference for this unpaid internship will be given to students of a graduate or undergraduate level program receiving college credit for this experience. You will be responsible for satisfying any requirements your school may have to obtain course credit, and we will support your efforts in this regard. The location for this experiential learning experience would be at our Administrative office in SE Portland, and requires at least 10 hours of your time per week. Your scheduled work hours could be flexible, Monday through Thursday, 8:30am to 5pm.

To apply: Please submit your resume and related work experience, along with a cover letter expressing why you would like to intern for us and up to 3 relevant work samples to jobs@bgcportland.org and include Internship in the subject line.

Project tasks:

- Crafting materials around a peer-to-peer fundraising campaign
- Social media management, including posting and measuring impact on Facebook, Twitter, Instagram, and LinkedIn
- Email marketing – You will participate in email strategy, drafting, list management and segmentation
- Cultivation and stewardship of donors, including projects such as research, outreach, engagement, event follow up, thank you gifts, and other communications
- Work with Clubs and Program staff to develop and produce stewardship pieces for corporate partners and individual donors
- Assist with creating, updating, and tracking gift-giving lists and gift tags
- Coordinate staff and volunteers to assist with holiday toy drives, including donation pickup, sorting, and other assistance

Necessary skills:

- Possess strong communication skills, a high level of professionalism, be a self-starter, and have a strong desire to create both strong campaigns and stronger local communities.
- Ability to manage multiple, competing priorities and ensure attention to detail.
- Excellent reading and writing skills, with ability to edit the work of themselves and others
- Ability to independently conduct research and present new ideas
- Experience using social media, including Instagram, Facebook, LinkedIn, and Twitter
- Can comfortably use Microsoft Office Suite

Desirable skills:

- Familiarity with using MailChimp for creating and sending emails, A/B testing, and segmenting email lists
- Interest in graphic design or familiarity with Photoshop, Illustrator, and InDesign
- Experience with photography or videography

Ideal opportunity for students majoring in the following fields:

- Advertising
- Marketing
- Communications
- Business
- Fundraising or Philanthropic studies