

## Philanthropy Internship

NewBo City Market's mission is to foster regional economic development by uplifting entrepreneurs and artists through an equitable business incubator, accessible public programming, and a community gathering space. The Philanthropy Intern will report to the Director of Development and assist with several areas of fundraising such as grant research, grant writing/editing, database management, and assisting with our annual fundraiser event. The Director of Development will work with the Intern to assess their skills and interest areas and design a semester internship plan with target areas of growth and projects to be completed by the end of the semester.

### Examples of Potential Philanthropy Projects:

- Coordinate with the Director of Marketing to plan and execute a naming opportunity giving campaign for the Market Yard Playscape
- Create content & messaging for quarterly appeal campaigns
- Research potential grant opportunities in alignment with agency mission, draft application(s), and submit for funding
- Coordinate with the Director of Events to facilitate annual fundraiser event activities such as creating invitations, soliciting donated auction items, and coordinating sponsorship marketing needs
- Coordinate a marketing plan with the Director of marketing to increase membership in our monthly donor program
- Update donor history on our Salesforce database and create a list of lapsed donors and a communication plan for re-engagement

At NewBo City Market, we believe all skills can be learned but passion cannot be taught. We're hoping to find someone passionate about serving small business, community, and the arts who is eager to learn new skills. Some skills that would be beneficial to thrive in this role are outlined below.

### Preferred Skills and Experiences

- Strong research and writing
- Social media and digital marketing experience
- Effective communication skills
- Knowledge of grant administration and writing
- Creativity and Agility
- Self-motivated and experienced executing individual projects

### Apply

Please submit a cover letter and resume to Sarah Blais, Director of Development at [sarah@newbocitymarket.com](mailto:sarah@newbocitymarket.com).