



UpReach Therapeutic Equestrian Center, Inc.

153 Paige Hill Road PO Box 355
Goffstown, NH 03045 603.497.2343

IMPROVING LIVES WITH THE **POWER OF THE HORSE**

Development and Fundraising Intern

Reports to: Development Director

Hours: Part-time (10 – 20 hours/ per week)

Compensation: Unpaid internship for college credit

Organizational Overview:

UpReach Therapeutic Equestrian Center, Inc. is a nonprofit organization dedicated to inspiring hope, fostering independence, and improving the physical, emotional, and psychological well-being of individuals with and without disabilities by partnering with the power of the horse.

Position Summary:

The development and fundraising intern is responsible for helping grow and expand multiplatform strategies and fundraising efforts. Working closely with the Development Director, Executive Director, and the Fundraising Committee, the intern will be introduced to and experience overall fund development strategies, the donor cycle and donor communication, donor acknowledgement and stewardship, various mediums of fundraising (direct, email, crowdfunding, monthly giving, event sponsorships, in-kind donations), event planning and logistics, grant writing, as well as other administrative duties that are essential to nonprofit fundraising. Your days will be varied and work hours can be scheduled flexibly.

Key Responsibilities:

- Research grant funding opportunities including collecting data and updating records
- Write, edit, and collaborate with the Development Director and Executive Director on grant proposals.
- Provide assistance to all stages of donor communication including donation solicitations, thank you's, recognition, as well as maintaining and updating records
- Think creatively and inject UpReach's mission and messaging into everything you create including the design, branding, and content for all fundraising campaigns and initiatives
- Perform administrative duties including copying, filing, faxing, as well as assisting with answering phones and taking messages.

Skills and Experience:

- Must be computer literate (working knowledge of Microsoft Suite especially Word, Excel, and PowerPoint). Experience Graphic Design software, specifically Adobe Creative Suite is a plus
- An effective communicator, both written and oral, as well as the ability to communicate in a professional manner with participants, volunteers, and staff
- Able to juggle multiple projects and priorities, both independent and as a part of a team

To apply:

Please submit a cover letter, resume, and two writing samples to veronica@upreachtec.org. Subject line: Development and Fundraising Intern.

UpReach Therapeutic Equestrian Center, Inc. is an Equal Opportunity Employer and does not discriminate on the basis of sex, race, age, national origin, ethnic, background, disability, or any other characteristic protected by law.