



Will County Humane Society

Will County's oldest No-Kill animal shelter

Nonprofit Fundraising Internship

The Will County Humane Society is looking for Interns and Field Study Students for Spring, Summer and Fall semesters to help the Fundraising Team.

The Fundraising Team of the Will County Humane Society creates and implements the organization's fundraising efforts. As an intern you will be helping with the four cores of the Fundraising Team—events, sponsorships, membership and donations.

These internship positions will provide someone with substantial experience in nonprofit management, event planning, solicitation strategizing, in addition to gaining valuable office experience working towards the benefit of local animals.

Duties include, but are not limited to the following: Each intern will be encouraged to take a leadership role in spearheading their own project within the objectives of the fundraising team, depending on one's experience and hours of availability.

Responsibilities

Events:

- Research and develop events in new fundraising markets
- Research event venues and vendors, and help to get quotes
- Provide assistance in implementing events
- Help design invitations, flyers, and marketing materials
- Implement event marketing and promotion strategies

Sponsorships:

- Make connections with political officials, local businesses, and corporations
- Recruit financial and in-kind support for the shelter
- Maintain relationships with current sponsors and major donors.

Membership / Donations:

- Assist in researching potential donors
- Conduct in depth researching into new fundraising markets
- Provide support in sending mailings and invitations
- Maintain database records

Miscellaneous

- Each internship position will also have administrative duties like file cleaning and data entry

Qualifications

We are seeking motivated and responsible college students or young professionals looking to gain experience working with a nonprofit. Prior interning experience is not a requirement, but we do require you to have a strong work ethic and willingness to learn. A candidate should have an interest in the Will County Humane Society's mission. Applicants should also have basic knowledge of Microsoft Office applications. A potential intern should be a self-starter, comfortable working independently but also working with a team and a supervisor.

Compensation

This is an unpaid internship. We encourage you to use this internship to gain course credit and to seek out "work-study" grants with your college, if that is an option.

About the Will County Humane Society:

Will County Humane Society is a no-kill shelter, which challenges the methods of traditional animal sheltering that for centuries has involved managing pet overpopulation by killing the surplus of homeless pets. Dedicated to the principle of valuing each individual animal while simultaneously focusing on big picture strategic solutions, the No Kill method is expanding its role in cities and counties across America. At Will County Humane Society homeless pets stay as long as they need to in order to find a forever home. During their stay we assist them in their comprehensive care and medical needs. The shelter is typically home to over 75 cats and 35 dogs at any given time.

If you are interested in applying for the Will County Humane Society Internship please send a resume, cover letter, availability, and internship requirements to:

Beth Behling: willcountyhumanefundraising@gmail.com