



Open Arms of Minnesota Internship Description: Development Intern

Organizational Summary:

Open Arms of Minnesota (OAM) is a nonprofit that prepares and delivers healthy, nutritious food to people living with life-threatening illnesses. Our mission is to nourish mind, body and soul. In our state-of-the-art kitchen, OAM staff members and more than 7,600 volunteers create meals specifically designed for our clients' nutritional needs. We use fresh and, whenever possible, organic ingredients, including produce from our own Open Farms gardens. Volunteers deliver the meals throughout the Twin Cities metro area to approximately 2,400 clients, caregivers and dependents annually, providing nourishment and hope for families dealing with life-threatening illnesses. There are no fees for any of Open Arms' services. Open Arms is a volunteer-driven organization and is culturally unique in our high commitment to an excellent volunteer experience.

To learn more, visit www.openarmsmn.org

Open Date: April 26, 2021

Closing Date: Open until filled

Position Overview:

The Development Intern will learn and work alongside members of the Individual Giving team on a range of donor-centric projects including maintaining a donor database, integrating donor data across platforms, supporting fundraising campaigns, and assisting with special projects. Intern tasks and responsibilities may include, but are not limited to:

- Updating donor information and database
- Implementing data integration plans
- Prospecting and wealth screening donors
- Assisting with mailings and print projects
- Supporting and stewarding donors
- Conducting research and analyzing data
- Attending and contributing to departmental meetings
- Participating in day-to-day activities at OAM
- Various other duties as assigned

This position is an outstanding opportunity for an individual interested in learning and gaining experience in nonprofit administration, development, and donor relations.

A commitment of 240 total hours across the length of the internship is required. Scheduling is flexible, but hours must fall between 9:00 am and 5:00 pm, Monday

through Friday, with occasional nights & weekends. This is an unpaid internship, although OAM will work with the colleges or universities to help interns receive credit for their work, or to confirm service for fellowships.

Requirements:

- Previous internship or related experience in the nonprofit field preferred, but not required
- Excitement to learn and gain experience in nonprofit development and fundraising
- Strong skills in communication, relationship building, research and data entry
- Ability to work independently
- Detail oriented
- Professional demeanor
- Ability to work with a diverse base of clients, supporters and staff
- Access to transportation
- Availability to work occasional nights and weekends
- Enthusiasm for the mission of Open Arms of Minnesota and the clients we serve

Physical Requirements:

- Ability to operate standard office equipment (such as telephone, computer, printer and copy machine)
- Ability to sit for long periods of time and work on a computer
- Ability to work on site in our Open Arms building

Reports To: Donor Experience Coordinator

Location: Minneapolis, MN 55404

To Apply:

Please send resume and cover letter detailing pertinent experience to:

Riley Egan (he/him), Donor Experience Coordinator

- **Email:** riley@openarmsmn.org
- **Fax:** 612.872.0866
- **Mail:** 2500 Bloomington Avenue S, Minneapolis MN 55404
- **NO CALLS PLEASE**