



Sponsorship & Fundraising Internship

Gain priceless real-world fundraising experience in a small, but growing nonprofit working to benefit San Diego's LGBT community. The Sponsorship & Fundraising Intern will work directly under the supervision of the Director of Development with potential and current Pride donors before, during and after the full event cycle and gain familiarity with successfully walking donors through the entire contract fulfillment process. The intern in this position will gain experience in prospecting for, soliciting, managing and fulfilling donor contracts. **This person is considered an integral part of the Development Department and as such, their ideas and input will be valued.** The intern will work at least 10 hours per week during semester and around 20 hours the month before the San Diego Pride Parade and Festival. Those hours may be worked in any combination at the discretion of the intern with supervisor approval. . Please send your resume and cover letter to careers@sdpride.org.

Duties and Responsibilities:

- Sponsor Research: Investigate potential sponsors and community partners to approach for involvement in the event or other programming. Develop prospect/donor call lists to be used by the Development Team.
- Sponsor Fulfillment: Learn how to manage and track signed contracts to ensure contract fulfillment and collaborate with various departments in coordinating necessary logistics
- Ad Campaign Management: work closely with the production team to produce or coordinate promotions and ads, as well as discuss their timing and placement.
- In-kind Contribution Management: Solicit, manage and track community partners who wish to donate in-kind items to enrich the event and enhance the attendee's experience
- Other duties as assigned

Education and Qualifications:

- Currently enrolled in an accredited undergraduate degree program
- Outgoing personality that is not afraid to talk to Sponsors, VIPs, and Community Leaders on the phone.
- Obsessive attention to detail.
- Possess strong writing skills
- Have the ability to work independently and present oneself in a professional manner
- Advanced level skills with Microsoft Excel, Word, PowerPoint and ability to learn other computer software programs.
- Some event planning and client management experience is preferred.