



DEVELOPMENT & EVENT PLANNING INTERN

Organization Overview:

NPH USA transforms the lives of vulnerable children in Latin America and the Caribbean by supporting the homes, health services and educational programs of Nuestros Pequeños Hermanos (NPH, Spanish for “Our Little Brothers and Sisters”). Founded in 1954, NPH is currently supporting more than 6,200 boys and girls in Bolivia, the Dominican Republic, El Salvador, Guatemala, Haiti, Honduras, Mexico, Nicaragua, and Peru. In addition, our community outreach programs provided over 107,000 services in 2019.

Interns are encouraged to work between 20 to 40 hours during a 9-12 week internship period, typically 2-4 hours a week.

Internship Program Overview:

NPH USA is seeking internships at its Upper Midwest Regional Office located in Northeast Minneapolis, MN. The internship program is designed to provide students with an opportunity to learn about the operations of a non-profit organization. Interns will play an important role in helping to build support for the mission of NPH and are encouraged to attend any fundraising events held during their internship period.

This Development Internship will provide students and graduates with experience in non-profit event fundraising through professional responsibilities. They will work closely with staff and volunteers to prepare for the annual Celebrando a los Niños Gala (Summer/Fall), Cinco de Mayo 5K Run/Walk (Winter/Spring), and/or other local fundraising events.

Responsibilities include:

1. Provide support for Events
 - a. Contact potential venues and services
 - b. Reach out to local business for donations for auctions
 - c. Generate marketing strategies for reaching out to potential guests
 - d. Prepare media releases, child biographies and materials for the events
 - e. Serve as a lead-volunteer during event
2. Assist with the management of Greater Giving, Auction Harmony, and/or Salesforce databases
 - a. Enter and manage donor interactions and donation data
 - b. Manage list of solicited businesses
3. Other tasks as assigned by supervisor

Desired Qualifications:

- Proficient understanding of Microsoft Office, Mail Merge, e-mail, and web searches
- Excellent grammar skills
- Strong written and oral communication skills
- Ability to work proactively and independently
- Creativity and flexibility
- Access to internet and ability to do volunteer work remotely

If interested, please contact Abby Anderson at aanderson@nphusa.org or (651) 560-7101.