

Ev Internship

ABOUT THE ORGANIZATION

Battle Born Progress (501c4) is the non-profit public relations firm of the progressive community in Nevada. We work on a variety of issues from gun violence prevention to protecting public lands to ensuring a diverse and fair federal judiciary. Our goal is to bring Nevadans the latest news on the issues affecting our state and provide communities with the tools to take action online, in the Legislature or at the polls. Institute for a Progressive Nevada (501c3) educates, empowers and engages Nevadans to build a state where everyone has a fair opportunity to succeed.

ABOUT THE DEVELOPMENT DEPARTMENT

The Development department works to raise money, in-kind gifts, and volunteer support from individuals and businesses in the Las Vegas and Reno metro areas. We do this via fundraising and special events, training events, postal mailings, social media campaigns, and email campaigns. The Fundraising and Events Intern works directly with the Development Manager and may also report to the Communications Director to help organize events, research and cultivate supporters, manage the donor database, and track fundraising efforts.

This is a great opportunity for a well organized, politically motivated person to establish strong non-profit development skills and to discover how grassroots efforts make a difference in Nevada politics.

THE POSITION

Status: Unpaid internship

Reports to: Development Manager

Hours: 15 - 20 hours per week (15 hours minimum during regular business hours: anytime Monday - Friday 10a - 6p. **If participating in an event:** events may be scheduled after 6p on weekdays and anytime between 9a and 8p on weekends. Intern attendance at events outside Monday - Friday 10a - 6p is welcomed, but not required.).

Responsibilities

- Support team with special event planning including logistics, invitation list management, vendor communications, sponsor solicitations, and guest communications
- Support several yearly campaign appeals including year-end giving, #GivingTuesday, fiscal year-end giving, and #Nevada's Big Give
- Draft and proofread fundraising correspondence, marketing collateral, social media images and text, and press releases
- Assist with fundraising data management and gift acknowledgments
- Conduct individual and corporate donor research

Required Skills & Knowledge

- Be enrolled in a graduate or undergraduate degree, or as a Senior in high school

- Be flexible, responsible, and committed to the BBP/IPN mission
- Possess good writing skills
- Be skilled at speaking to small or large groups, or have a willingness to learn
- Be able to adjust to fast-changing priorities and deadlines
- Possess good phone etiquette
- Have experience with Microsoft Office and G Suite (Google apps like Gmail, Documents, and Spreadsheets)
- Have experience with image creation or manipulation on any platform
- Have experience with data entry on any platform
- Have experience with or willingness to learn social media and communication apps like Hustle, Buffer, Hootsuite, and Meltwater

Other

- Must be 17 years or older
- Must have reliable transportation
- Must be able to intern a minimum of 15 hours per week

To Apply: To apply, send a one-page resume and a short cover letter to mariateresa@battlebornprogress.org. The cover letter should say what progressive issue(s) is/are most important to you and what you want to take away from this internship.