

Nonprofit Leadership Intern



Job Type: Unpaid Intern

Hours: M-F, 15hrs/week (Hours TBD, open M-F 8:30 am -5:00 pm)

Location: Feeding Our Communities Partners

2120 Howard Drive W, Suite J, North Mankato, MN 56003

ABOUT FEEDING OUR COMMUNITIES PARTNERS

Feeding Our Communities Partners (FOCP) has a mission to engage our community in solving youth hunger. We envision a community where hunger is no longer a barrier to success, and we believe that providing food to hungry youth enables active minds during the school day.

FOCP fulfills this mission primarily through five food programs that provide K-12 youth with hunger relief on weekends and during school breaks. Collectively, FOCP programs serve over 1,200 students each week at 30+ school buildings within 7 school districts in South Central Minnesota.

CHOOSE YOUR OWN ADVENTURE

This position will gain broad exposure to the inner workings of an established nonprofit organization and first-hand experience in nonprofit operations. The Nonprofit Leadership Intern will apply their own skills and education to create impactful change with FOCP.

While working inter-departmentally, this position will foster new professional growth and skills in leadership, development, operations, grant research, communications, and marketing. Department Roles: Marketing + Communications, Grant Research, Development + Community Relations, and Program Management.

SUPPORT THE MISSION + BUILD YOUR PORTFOLIO

The responsibilities of the Nonprofit Leadership Intern may change, or additional duties may be added, depending on departmental needs and the intern's set goals. The following outlines the duties associated with each department.

- Marketing + Communications: Support fundraising efforts, create content for digital platforms, and research strategies to boost public awareness.
- Grant Research: Research funding opportunities and support grant writing through data compilation and organization.
- Development + Community Relations: Support outreach and community awareness efforts, assist with donor relations and recognition, and perform data entry tasks.
- Program Management: Assist with volunteer coordination, program-related errands, and brainstorm ideas to enhance engagement and efficiency.

PREFERRED QUALIFICATIONS

KNOWLEDGE, SKILLS & ABILITIES

- Strong written and verbal skills

- Works well independently and in teams
- Flexible and collaborative across departments
- Problem-solver, adaptable, proactive, and self-motivated
- Detail-oriented and well-organized
- Skilled in social media and branding practices
- Knowledgeable in Google Workspace and Microsoft 365
- Passionate about addressing food insecurity

TO APPLY

Send resume and cover letter (optional) to BriAnna Dols, Creative + Operations Manager at brianna@focpmn.org.