PACK INTERNSHIP GRANT PROGRAM

Philanthropy & Development Intern

Nevada Humane Society
2825 B Longley Lane
Reno, NV 89502

About Nevada Humane Society
Nevada Humane Society is a nonprofit organization dedicated to protecting and rescuing the abandoned, neglected and abused pets of Northern Nevada. Nevada Humane Society was incorporated in Reno in 1932, the first animal welfare organization in the state of Nevada. NHS is one of the few open-admission, no-kill shelters in America. NHS saves over 10,000 animals every year, treats over 15,000 animals medically, and takes in 90% of our communities animals. Since 2007, NHS has saved over 70,000 lives.

About the Internship
Nevada Humane Society is looking for a qualified intern to join our team. Our ideal candidate will possess skills in the areas of marketing, communications, events, community relations and fundraising to help support our mission and reputation as being one of the top no-kill shelters in the nation. Our internship position will provide someone with an interest in nonprofit development and management experiences in grant writing, events planning, researching donor prospects and solicitation strategizing, in addition to gaining valuable office experience.

Preferred Qualifications
- Excellent written and verbal communication skills
- Knowledge of social media, PowerPoint, Excel and Word
- Self-motivated, flexible, ability to adjust to changing priorities and an eye for detail
- Ability to work in a fast-paced environment; ability to stand and/or work on a computer for long periods of time; walk up and down stairs multiple times throughout the day; and lift at least 25 pounds
- Preferred academic focus in marketing, communications, non-profits and/or journalism or a student with interest in nonprofit management

Internship Duties
- Assist in the creation and marketing of third party fundraising efforts through prospecting, new lead generation and various business development techniques
- Help recruit and identify individuals for fundraising events via email, phone, social media and meetings
- Solicit business and assist in acquiring auction and donation items
- Assist in identifying, recruiting, training and managing temporary volunteers
- Provide support for development activities including prospect research, sponsorship identifications and relationship building, event logistics and administration
- Assist as point of contact for events participants before and after events and act as liaison to management team
- Participate in event-related fundraising activities and meetings including but not limited to Walk for Animals, Blue Jeans Ball, Annual Duck Race, social events and other annual community based fundraising activities
- Help with copy editing for proposals and reports

$12/hour for 120 hours
Spring Semester 2015

Apply by November 14, 2014
at www.unr.edu/career