



Global Minnesota[®]

Connect. Inform. Engage.

Gala, Corporate, & Individual Fundraising Internship

Global Minnesota Spring Internships are **4-month stipend** opportunities that provide exposure into one of the largest World Affairs Councils in the United States. Throughout the internship, you will gain **hands-on experience** working in a **nonprofit setting**, expand your professional network, and develop a deeper understanding of **our Membership & Gala and Corporate Relations** areas. Activities are based on business needs and do not involve project ownership. Our internships are **approximately 10 hours per week**, generally between 9:00 am and 5:00 pm, Monday through Friday, and based on mutually agreeable schedule.

About the internship:

The development team is responsible for all aspects of fundraising at Global Minnesota, including corporate and individual membership programs and an annual Gala fundraiser. The **Gala, Corporate, & Individual Fundraising Intern** will assist the development team and be directly involved in event planning, corporate research, and donor communications. This position has the opportunity to attend committee meetings and the Gala fundraiser on May 18, 2024.

Program features include:

- Hands-on experience working for a World Affairs Council nonprofit organization
- Two assigned supervisors who will provide training and guidance
- Opportunity to join Global Minnesota staff meetings to gain deeper understanding of our operations
- Free admittance to selected public programs
- Complimentary Global Minnesota membership
- Networking opportunities
- Gain both clerical and program-specific skills
- Optional stipend of \$500 available

What the internship will look like:

- Conduct research on corporate entities and contacts, in support of corporate membership programs. Produce written reporting on results of research
- Prepare mailed donor communications and update informational materials
- Coordinate silent auction for the annual Gala, including item research, solicitation, follow-up, and tracking
- Event planning, including researching and communicating with potential vendors
- Research fundraising strategies and best practices in support of individual membership programs. Present findings and suggestions for implementation
- Other tasks may be assigned based on individual interests

What you bring to Global Minnesota:

- Must be pursuing an Associate's, Bachelor's, or Master's degree, or have recently graduated
- Nonprofit Management, Global Studies, International Relations, Public Policy, Peace Studies, and Political Sciences or Area Studies majors preferred but not required
- Previous work and/or volunteering experience ideal
- Knowledge of Minnesota's corporate community preferred but not required

Skills & mindset:

- Dependable, globally-minded students with an interest in learning and the ability to write well, pay attention to details, be part of a team, and respond to feedback would be a great fit for this opportunity.

Timeline of program:

- **Start date:** week of January 29
- **Expected completion:** week of May 20

Reports to: Membership and Gala Manager and Corporate Relations Officer

Important considerations:

- Able to work in-person at the Global Minnesota office 6 to 8 hours a week and up to 2 to 4 hours remotely
- Access to equipment and shared-drive will be provided in-office only
- This is an unpaid internship with an optional \$500 stipend available to those who successfully complete 12-14 weeks at about 10/hours week
- The internship involves engagement with important daily tasks and is not set up to lead or own independent end-to-end projects

More about Global Minnesota:

Global Minnesota is the state's leading non-profit for international engagement. Global Minnesota is a nonpartisan, member-supported organization advancing international understanding and engagement. With a staff of 16 and a \$1.6 million budget, Global Minnesota continues 70+ years of connecting Minnesotans to the world and the world to Minnesota. For more, visit our website at: www.globalminnesota.org.