



Global **Minnesota**®

Connect. Inform. Engage.

Development Internship

Global Minnesota Fall Internships are **12-14-week \$500 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 global engagement in Minnesota. Activities are based on business needs and do not involve project ownership. Our internships are **approximately 10 hours per week***, with the majority of that time in the office on Tuesdays through Thursdays between 10:00 am and 4:00 pm, based on a mutually agreeable schedule.

About the internship:

The development team is responsible for all aspects of fundraising at Global Minnesota. As a member of the development team, the **Development Intern** will assist our **Member Relations and Gala Fundraiser** areas.

Individual Memberships are the most common type of gift made over the course of the year, with the majority received between October-December. Memberships are renewed annually and include benefits ranging from event discounts to special invitations and more.

The **annual Gala fundraiser** gathers 400+ attendees for a single evening in the spring to support Global Minnesota's mission and raise funds for ongoing educational and cultural programs. The evening includes fine international cuisine, global entertainment, and the *Tour the World* auction, featuring amazing travel packages, delicious culinary experiences, rare global collectibles, and more.

The **Development Intern** will be involved in fundraising strategy, donor communications, research, and outreach. *If mutually agreed, this position may have the opportunity to extend into the spring semester and attend the annual Gala.*

Program features include:

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

What the internship will look like:

- Begin coordination for the Gala's online auction, including item research, solicitation, follow-up, and tracking
- Campaign planning, including assisting with member promotions and year-end campaign implementation
- Prepare mailed donor communications
- Update membership and other informational materials
- Research fundraising strategies and best practices in support of individual membership programs
- Other tasks may be assigned based on individual interests such as copywriting, graphic design, event planning, data entry, event tabling, social media, etc.

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
- Strong written and verbal communication skills required
- Previous work and/or volunteering experience ideal

Skills & mindset:

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

Timeline of program:

- **Start date:** first or second week of September
- **Expected completion:** first or second week of December
- This position may have the opportunity to extend into the spring semester.

Reports to: Membership and Gala Manager

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 eligible who successfully complete 12-14 weeks at about 10 hours/week
- *If the intern is interested, additional hours may be added at the supervisor's discretion, with mutual agreement
- Interns contribute to ongoing initiatives aligned with organizational needs, working collaboratively with the team, rather than managing independent 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 75 years of connecting Minnesotans to the world and the world to Minnesota. For more, visit our website at: www.globalminnesota.org.