Global Minnesota
Connect. Inform. Engage.

Development & Gala Internship

Global Minnesota Spring 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 our **Development** area and 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 and 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. 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. This position has the opportunity to attend committee meetings and the Gala fundraiser on Saturday, May 22, 2027.

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:

- Coordinate the Gala's online auction, including item research, solicitation, follow-up, and tracking
- 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**: end of January or early February
- **Expected completion**: sometime in May, with Gala fundraiser on May 22

Reports to: Membership and Gala Manager

Important considerations:

- Able to work in-person at the Global Minnesota office 6 to 8 hours a week on **Tuesdays and/or Thursdays**, 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
- Availability to support and attend our annual Gala fundraiser on May 22, 2027

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.