



Nonprofit Outreach

Highland Echoes is expanding our team of professionals and providing a rare opportunity to join our nonprofit outreach program. We are looking for a motivated and goal-orientated intern to take part in generating funds through grants and fundraising campaigns.

Grow to understand our potential donor pool and hold a vital role in planning online fundraising events and coordinating other activities to encourage donations and help us move toward our goal of helping raise awareness of belonging and diversity through Scottish Culture. Work on a close-knit, enthusiastic team under the direction of a visionary fundraising director to meet and exceed fundraising goals. Stretch and improve your communication and leadership skills and organizational capabilities in this pivotal role.

Job Responsibilities

- Working with the executive director on grant narratives.
- Organizing and arranging all documents needed for assigned grant applications.
- Ensuring grant narratives answer the exact questions and mission of the funding organization.
- Implement a sustainable fundraising strategy whilst developing relationships with potential donors (Scottish Clans and Associations)
- Research potential donors to gain insight into needs, beliefs and donation habits to understand how to position our organization to them
- Assist in brainstorming and creating new methods to raise funds for our organization
- Assist in planning and coordinating events meant to raise funds and coordinate activities of volunteers and interns related to event planning and execution
- Explain the services/programs to potential donors
- Analyze the performance of events and other fundraising activities for effectiveness and to identify areas where money can be saved
- Maintain complete and orderly records of donors and manage regular donor communications
- Build upon existing donor relationships and form new donor relationships on a regular basis
- Delivering outstanding service by successfully responding to all questions and queries, showing your passion and dedication along the way
- Attend meetings
- Prepare and successfully run presentations for individuals and groups
- Provide donor feedback to the Team Lead and Account Manager

- Collaborate with other organizations and groups within the community to build partnerships and enhance fundraising activities

Qualifications:

- Excellent communication skills
- Critical thinking skills and adaptability.
- Attention to detail and organizational skills.
- Team player and leadership skills.

Benefits

- The candidate will develop skills such as: fundraising development and effective communication skills, fundraising tactics, marketing strategies, account management, client relations, donor acquisitions and retention, amongst others.

Pay:

\$400 Base + Pre-approved expenses Paid + 5% bonus for every new funder acquired.

Schedule:

- Flexible Schedule following the University required total hours of work-tracking and documentation of work required.

Work Remotely:

- YES

Contact:

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