



Nonprofit Management & Administration Internship Winston-Salem Ambassadors

The Winston-Salem Ambassadors (WSA) has an excellent opportunity for a **Nonprofit Administration & Management Internship** in our office. This role has a very high degree of creative freedom and visibility, and it requires abilities in multiple areas, including volunteer management, Board of Directors experience, program planning and implementation, fundraising, grant writing and research, marketing and PR, event planning and thought leadership and above all, relationship management. This unpaid internship offers very strong opportunities to build a professional portfolio *and* make potential job placement contacts within the community.

Responsibilities:

- Conducting in-depth research on funding possibilities for programs and initiatives.
- Contributing significantly to source identification, feasibility analysis, and the proposal drafting process.
- Assisting with development of program specific grant proposals.
- Performing grant writing, grant management, funding opportunity research, resource research.
- Working with President, assisting with fundraising, producing events, analyzing strategic plans. –
- Assisting with planning and implementation of fundraising events.
- Examples of marketing, fundraising, and event planning duties are researching donor prospects and granting organizations, attending strategic meetings, helping to plan benefits, and distributing marketing materials.
- Other duties may include assisting with capital campaigns, and general public relations.
- Communication tools- emails, newsletters, community presentations.
- Assisting with community outreach, including building relationships with professionals, updating the client information and referral database, and presentations within the community.

Requirements:

- Excellent communication skills, both written and verbal, and a willingness to try creative approaches to networking.
- Willingness to listen and learn
- Strong customer service and interpersonal skills
- Research experience a plus

*Both responsibilities and requirements listed are not a full, comprehensive list. More or less may be applicable.

Please submit resume and inquiries to:

Mackenzie Cates-Allen

President & Chief Ambassador

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