

## **Corporate Partnership Intern Summer Internship in Menlo Park LifeMoves**

**Position Title:** Corporate Partnership Intern

**Main Location:** LifeMoves Administrative Office, 181 Constitution Drive, Menlo Park, CA 94025

**Time Commitment:**

- **10 weeks: June 13<sup>th</sup> – August 19<sup>th</sup>**
  - Flexible scheduling

**Position Details:**

LifeMoves is dedicated to helping homeless families and individuals across Silicon Valley and the San Francisco Peninsula return to permanent housing and self-sufficiency. We are looking for a dynamic and enthusiastic intern to support the agency's corporate donor cultivation and partnership efforts. The Corporate Partnership Intern will be responsible for creating and distributing content to spread awareness of the LifeMoves mission and solicit financial donations from current and potential donors, volunteers, and community partners.

**Primary Responsibilities Include:**

- Own and maintain accurate contact reports in donor cultivation software, Raisers Edge
- Draft information sheets on our work and issue areas
- Mail approved letters to donors soliciting financial donations
- Analyze donor records to determine whom to send mailings and online communications
- Research community organizations that could be cultivated as donor prospects
- Coordinate with Marketing to ensure messaging is consistent with agency branding
- Complete special projects and provide organizational support as assigned

**Position Requirements/Preferred Skills:**

- HS Diploma and some college
- Very strong writing and proofreading skills
- Profound attention to detail
- Proficiency in MS Office Suite, particularly Outlook, Word, Excel, and PowerPoint
- Familiarity with various social media platforms, and an aptitude for learning new ones
- Diligent work ethic, positive attitude, and desire to learn

**Learning Outcomes:**

- Hands-on engagement in donor relationship management for one of the largest and most effective non-profit agencies serving homeless populations in the SF Bay Area
- Insight into strategic decisions affecting the agency's short and long-term growth
- Networking opportunities for career development with InnVision Shelter Network staff, donors, volunteers, board members, and partner agencies

**Compensation:** Unpaid

**Supervisor:** Director, Corporate Partnership