

Programs /Fundraiser Marketing Intern

About our company:

CIRCLE is an acronym for **C**ollective **I**nitiates **R**estore **C**ommunity **L**ife and **E**ducation. The vision and mission of CIRCLE Learning Group is to provide quality and equitable educational programs to low-income communities and families who are furthest from educational justice in New Jersey. The goal of the organization would be to remedy these disadvantages and address a crucial need of communities by establishing lifelong relationships with families to help close achievement gaps and increase educational success rates. CIRCLE Learning Group facilitates educational programs and events focused on the areas of literacy, STEAM (science, technology, engineering, arts, and math), mental and physical health, and job and life skills.

Role:

Be a part of our dynamic educational nonprofit as a Programs and Fundraiser Marketing Intern. This role provides a stimulating prospect to make a valuable contribution to educational initiatives while simultaneously acquiring practical knowledge in the areas of marketing strategies, event coordination, and donor relations. You will contribute significantly to our team by aiding in the development and implementation of marketing campaigns, coordinating fundraising activities, and providing support to college initiatives that seek to empower students.

Duties:

- Help develop and sustain connections with sponsors, donors, and collaborators;
- Help conduct research to identify prospective funding methods such as sponsorships and grants;
- Help manage the grant application process and compose grant proposals
- Help coordinate fundraising campaigns and events
- Help track donor information and manage fundraising efforts using software and databases
- Help foster a collaborative partnership with the marketing team in order to develop promotional materials for fundraising endeavors;
- Help deliver exceptional customer service to stakeholders and benefactors;
- Help manage and engage on social media accounts, including developing promotional materials and marketing campaigns

You should apply for this role if:

- You are an undergrad or graduate student in a related field
- You are actively looking for a chance to contribute positively to the lives of students and communities in urban demographics.
- You wish to acquire significant fundraising and nonprofit development experience.

- You desire to cultivate strong connections with benefactors, donors, and community stakeholders.
- You seek an opportunity to gain knowledge regarding non-profit financial management services.
- You have acquired grant management and proposal writing expertise or wish to acquire them.
- Capable of organizing and planning compelling fundraising initiatives and events.
- You wish to obtain experience in cross-functional collaboration and collaborate with other departments.
- You wish to investigate potential career paths.
- You wish to acquire practical experience that is pertinent to your academic pursuits or professional aspirations.

Qualifications:

- Current enrollment in a college or university program, preferably in a Business, Communications, Education or related field
- Desire contribute positively to the lives of low-income neighborhoods and communities in urban demographics
- Proficient in interpersonal and communication dynamics, with the capacity to captivate and inspire the origination's goals and mission.
- Access to a reliable internet connection and computer / mobile phone device (i.e.: iPhone, Android, etc.) *Required*
- Strong organization skills and attention to detail
- Flexibility to meet changing work needs and demands
- Ability to work collaboratively on a high-functioning team
- Openness to feedback and desire to grow professionally

Compensation:

- Undergraduate and graduate (Year round: unpaid)
- Undergraduate and graduate (Summer: up to 25 paid hours weekly)

How to apply:

You may submit your resume, cover letter and transcript to: interns@circlesteamlab.org

Visit us at www.circlesteamlab.or for more details and to apply.