



5104 Floyd Street  
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## **JOB POSTING**

### **Advancement Intern**

Posted: June 24th, 2022

#### Responsibilities

- Research and identify 2-3 new potential funding sources, including foundation and corporate grants.
- Prepare letters of intent, grant proposals, prepare applications, and maintain a grant calendar.
- Maintain donor files and database.
- Assist with developing donor communications.
- Identify, research and develop relationships with prospective donors.
- Assist with additional development-related projects as needed, including grants tracking and reporting

#### Qualifications

- Understanding of or prior work/volunteer experience in non-profit organizations is preferred.
- Undergraduate or graduate student pursuing a degree in English, communications, business, sports management or relevant field.
- Ability to work with various deadlines and support multiple projects at the same time. Must be detail-oriented, a strong planner, organized, and have good administrative skills.
- Excellent written communication and research skills.
- Self-motivated and flexible. Willingness to learn on the job.

Job Types: Part-time, Internship, Volunteer

Work Location: Remote

Time: 5 hours/week

July 2022 - June 2023 internship

**Please send a resume and cover letter to [info@nationalfieldhockeyleague.com](mailto:info@nationalfieldhockeyleague.com).**

#### **MISSION**

The mission of the National Field Hockey League is to promote and grow the sport of field hockey by providing a member-centered governing structure for club teams, improving access to competitive play, facilitating educational trainings, and building community.

Since 1997, the NFHL has grown to include more than 120 colleges and universities from across the United States. The NFHL is the official governing body for USA collegiate club field hockey.