

ANGUS

THE BUSINESS BREED

2019 ANGUS FOUNDATION INTERNSHIP

This internship is an excellent opportunity for students interested in 501(c)(3) not-for-profit organizations, resource development (fundraising) and purebred livestock association-related careers. The intern will be integral in facilitating the Foundation's activities, programs and projects and will learn about the functionality of a nonprofit and how the Angus Foundation successfully raises funds to support education, youth and research for the advancement of the Angus breed.

Responsibilities:

- Assist with producing fundraising activities (e.g., golf tournament, silent auction, merchandise sales, special events, etc.)
- Assist in implementation of development strategies
- Assist with facilitation of undergraduate and graduate student scholarship program and awards
- Conduct prospect research on individual, foundation and corporate donors
- Engage in donor stewardship and gift acknowledgment processes
- Assist with grant writing as needed
- Participate in staff team meetings
- Travel will be required to Angus events and activities

Qualifications:

- Student enrolled in college and working toward a bachelor's or graduate degree in an agricultural (preferred) related academic field
- Enthusiasm for the Angus Foundation's mission
- Strong interest in 501(c)(3) not-for-profit organizations, resource development (fundraising) and purebred livestock association related careers

Skills Needed:

- Technical – Microsoft Word, Word Perfect, Excel, PowerPoint and Adobe Acrobat are mandatory; knowledge of InDesign and Photoshop a plus
- Strong written and verbal communication
- Attention to detail and outstanding organization skills
- Positive attitude
- Dependable and punctual team player
- Ability to work with the public in a professional manner
- Willing to be flexible in job duties, take on added responsibility when necessary, and contribute to a culture of innovation and teamwork with measurable positive results

How to apply:

Please submit cover letter, résumé and three references to careers@angus.org no later than Friday, February 1, 2019.