Resource Development Intern (Unpaid)

Department: Fundraising
Salary: Unpaid internship, Remote/hybrid, flexible schedule @ 10 hours a week

The Metanoia Project is a seasonal emergency shelter serving Cleveland's most vulnerable unhoused individuals through the winter months. From November through April, we provide overnight respite, a hot meal, medical and substance use services, housing assistance, clothing and hygiene products, and more. As we prepare for our seventeenth season, we are looking for someone who is passionate and enthusiastic about fundraising, volunteer management, and community engagement to help support unsheltered community members through our work. Learn more about us at www.metanoiaproject.org.

Essential Duties and Responsibilities:

- Assist with fundraising efforts by calling and emailing current and prospective donors
- Coordinate volunteer schedules and assignments including meal service calendar
- Support Executive Director and Grant Writer in communications and development tasks as able (social media, newsletters, etc.)

Qualifications:

- Passionate about non-profit work and assisting those experiencing homelessness
- Organized in managing multiple tasks and scheduling
- Enthusiastic to expand your own skill set through fundraising and engagement efforts
- Highly digitally literate - experience and comfort using Google & Microsoft suites (spreadsheets, word processing) - additional database & software experience helpful

A note to those interested:

We are committed to building a diverse and inclusive internship program, and are interested in finding the best candidates for this work regardless of prior experience or background. We are also a highly flexible organization and welcome candidates to explore their personal and professional interests throughout the course of their internship placement with us.

How to Apply:

Please email your resume and a brief cover letter explaining why you are interested in the position, to Executive Director Kait McNeeley at kait@projectmetanoia.org.