



## **Resource Development Intern (Unpaid)**

**Title:** Resource Development Intern

**Department:** Fundraising

**Reports to:** Grant Writer and Executive Director

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

### **The Metanoia Project**

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 to expand our services and add to our team. 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](http://www.metanoiaproject.org).

### **Essential Duties and Responsibilities:**

The Resource Development Intern is someone who is excited about connecting with and retaining the support of our longtime donors and volunteers while strategically and creatively expanding our donor database. This person will help raise in kind and monetary donations to our non-profit through community outreach and engagement. With assistance from leadership, our Resource Development Intern will plan and execute future fundraising events.

During our season, the Resource Development Intern will recruit, educate, and schedule our nightly meal volunteers through management of a meals calendar.

We are a highly flexible and adaptable organization and welcome candidates to explore their personal and professional interests throughout the course of their internship placement with us. We want this to be a valuable experience for you. The person selected for this role will therefore be welcome to flex their time towards aspects of nonprofit management that interest them beyond their formal job duties. For instance, if you would like to learn more about grant

writing, graphic design, or quality improvement, we will take the time to mentor you and provide interesting assignments!

**Qualifications:**

- Passionate about non-profit work and assisting those experiencing homelessness
- Organized in managing multiple task and scheduling
- Enthusiastic to expand your own skill set through fundraising and engagement efforts
- Currently enrolled in a formal education program
- Reliable access to internet and a laptop/computer (if this is a barrier, please let us know)
- Highly digitally literate - experience and comfort using Google & Microsoft suites (spreadsheets, word processing) - additional database & software experience helpful

**A note to those interested:**

At Metanoia, we are committed to building a diverse and inclusive internship program, and we are most interested in finding the best candidates for this work. Applicants may come from a background less traditional to our field of work, and that's okay! We strongly encourage you to apply, even if you don't believe you meet every one of the qualifications described.

**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](mailto:kait@projectmetanoia.org). There is no deadline and this is a rolling internship - we will work with you on the timeline you have for school.