

## **INTERN JOB DESCRIPTION**

### **Title: Fundraising Specialist**

In 2001, The Glory Foundation Inc. (TGF) CEO, Tiona Gosha, began caring for children with life-limiting illnesses at home, while parents and caregivers rested during the night. After providing these services for over fifteen years, our CEO discovered that these families also needed community-based respite. Community-based respite offers out of the home respite so that parents are afforded a time to relax and recharge. Respite is the gift of rest for parents and caregivers of children with limited lifespans due to an incurable disease. Our long-term goal is to establish a pediatric respite hospice home for children with limited lifespans in the greater Cleveland area. Currently, we provide support to children and their families through three outreach programs: Celebrating their lives, Get out the House Respite, and Bereavement Support. Please see our [website](#) for a detailed explanation of each program. The Glory Foundation is incorporated in Ohio and became a 501c3 non-profit organization in 2015.

### **Description**

Fundraising specialist concentrates on grant applications and cultivates a donor base for charitable gifts. Their expertise often lies in networking with potential donors, as well as seeking out new sources of funds. Such work also entails promoting their organization's work or cause through literature, advertisements, and soirees. [Fundraising Specialist](#)

### **Responsibilities include**

Assist in designing fundraising budget

Identify areas most in need of fundraising support.

Discover how much money to raise

Discover avenues they can raise that money through

Develop strategies for making the case that an organization needs funding

One of the principle questions they answer is "why should I donate?"

Collaborate with fundraising colleagues and fellow students

Embark on massive campaigns where they contact many people and businesses to increase donation rates.

Follow organization policy and procedures related to submitting proposals

## The Glory Foundation

### **Qualifications**

Established reputation for success in raising funds for various organizations.

Self-motivated and organized

Coordinate contact with multiple donors at once.

Most fundraising specialists have obtained at least bachelor's degrees in marketing, business, or communication, but previous experience is the highest indicator of useful fundraising skill.

### **Requirements**

Able and willing to work virtually, with access to computer and internet

Attend work meetings as announced at scheduled destinations

Must have a supervisor in area of specialty along with organization supervisor

Interns are expected to work some hours per week meeting their program requirement. Our need is 4 to 6 hours per week.

Note this is an INTERN/TRAINEE training position where you will gain skills to utilize in a work environment outside of our organization. Undergraduate and graduate students with a GPA of 2.5 or higher are encouraged to apply. Opportunities in the summer, fall, and spring are offered

### **Compensation:**

INTERN/TRAINEE position non-paid

To apply, send your resume and cover letter to.

[tgosha@tgfoutrreach.org](mailto:tgosha@tgfoutrreach.org)

Please see our website at [tgfrespite.org](http://tgfrespite.org)