

The Lindsey O'Brien Kesling (LOK) Wishing Tree Foundation is a non-profit organization based in LaPorte County, Indiana. The organization is seeking a Development Intern. Preference will be given to candidates located in Northwest Indiana, however detail oriented, self-directed non-local candidates will also be considered. Development Intern will commit to at least one semester to working with the LOK Wishing Tree program. The Development Internship at LOK Wishing Tree Foundation is an unfunded practicum experience for graduate and undergraduate students in good standing.

The development internship provides an excellent opportunity for professional growth and development in grant research and writing, donor relations and advancement strategy. Experience will prepare the intern to be an ambassador for the important work of LOK Wishing Tree Foundation and in his/her professional discipline, work setting, or community. The intern will have frequent contact with LOK Development Director and other Foundation staff, donors, potential donors and professional who will provide grant research training, i.e. librarian.

The intern will have an opportunity to participate in training and development activities at LOK that may include:

- Phone/written outreach and follow up communication to donors and potential donors.
- Grant research for grants that may help fund the work of LOK Wishing Tree Foundation.
- Tracking and managing grant deadlines and statuses.
- Participation in development strategy meetings.

Program Objectives

The Development Internship Program at LOK is designed to align with LOK's strategic plan as well as support the individual intern's progress toward a career in their chosen field. To this end the program will:

- (1) Generate new revenue sources for LOK's work.
- (2) Strengthen and grow LOK's partnerships with donors and potential donors.

Description of Duties

Specific projects of the Carbon Monoxide Intern may vary as new partnerships and initiatives are formed; however, the following list provides an idea of the scope and breadth of the intern's work at LOK.

- Research appropriate grants under the direction of the Volunteer Development Director.

- Assist with creation of grant proposals under the direction of the Volunteer Development Director.
- Assist with contacting donors via phone or email, under direction of the Volunteer Development Director.
- Help maintain a donor database that will include important findings about donor preferences and interests.
- Help with communication and administration duties related to donor outreach, e.g. assemble mailings, database updates, etc.

Application

Students who are interested in participating in the Development Internship at Lindsey O'Brien Kesling Wishing Tree Foundation may contact Kathy Sipple, Managing Director at: development@lokwishingtree.org. The subject line of your message should read "development internship." Attach the following items to your message: resume, unofficial transcript, a brief personal statement addressing your goals for the internship (500 words or less). The personal statement should specify any programs within LOK that align with your goals for the internship as well as any competencies you wish to develop. Documents in .pdf format are preferred.