

## Fund Raiser Internship

(Remote Mentoring and Supervision).

Ref: Ref. FNFR-001-VS Closing Date : Open till filled.

### **About American Recovery Trust Corporation**

The corporation was established in September of 2019 as a 501(c)(3) corporation. The corporation's primary mission is to collect and distribute funds to descendants of enslaved Americans, Funds will be available to qualifying descendants for programs and services that will improve their lives including but not limited to education, housing, health services, nutrition business, returning citizens support, legal support, addiction rehabilitation, behavioral counseling, daycare, eldercare, and others. Fund sources are donation primarily from corporations that used or profited from slavery.

American Recovery Trust Corporation offer interns meaningful responsibilities and experience.

### **Duties and Responsibilities**

Raise funds for American Recovery Trust corporation's social improvement programs and regularly meet mutually set fundraising targets

Research potential donors to gain insight into needs, beliefs and donation habits to understand how to position our organization to them

Assist in brainstorming and creating new methods to raise funds for our organization

Leverage technology and social media where possible to improve fundraising activities

Assist in planning and coordinating events meant to raise funds and coordinate activities of volunteers and interns related to event planning and execution

Create marketing materials, like flyers and brochures, to be used for the promotion of events and other fundraising pushes

Analyze the performance of events and other fundraising activities for effectiveness and to identify areas where money can be saved

Maintain complete and orderly records of donors and manage regular donor communications

Build upon existing donor relationships and form new donor relationships on a regular basis

Collaborate with other organizations and groups within the community to build partnerships and enhance fundraising activities

Prepare potential donor lists and content donors or their representative. Donor will be corporations celebrities, philanthropists and others.

### **Requirements**

Willingness to learn how to be a successful fund raiser.

Strong leadership skills

Excellent organizational abilities and attention to detail

Intermediate levels of Microsoft Word, Excel.

Ability to work independently and research solutions and strategies with minimal supervision.

Capable of having virtual supervision via Skype

Ability to listen and compromise and

Proficiency in writing and oral communication.

### **Preferred**

Majors in Human Resources, Psychology, Science, Communications, Sociology Business Marketing or Management, Public Administration, Public Relations, or Science and have an interest in management of non-profit or for profit organizations.

Candidates interested pursuing the Certified Fund Raising Executive designation through CFRE International which requires five years of relevant work experience.

Host virtual meetings: Zoom, Facetime, WeChat, Skype or others.

**Compensation:** Intern applicants willing to accept unpaid positions will be given priority consideration. Interns will receive a percentage of funds raised: 5% or more depending upon amounts raised.

**Contact:** Submit resume to [Ron@americanrecoverytrust.com](mailto:Ron@americanrecoverytrust.com) with cover letter stating most relevant courses completed and monthly payment desired or willingness to accept unpaid position.