



BRIDGES
TO PROSPERITY
Build to: educate, innovate, inspire.

Internship Available

Job Title: Development & Social Media Intern

Job Location: Denver, CO

Start Date: Immediate

Salary: Unpaid Internship

Organization Description

For more than ten years, Bridges to Prosperity (B2P) has connected local communities with healthcare, education and market opportunities by teaching them how to build footbridges over impassable rivers. Through building to educate, we build local capacity by training community members.

In partnership with corporations, universities and civic organizations, B2P develops safe and locally appropriate technologies that are openly shared. International exchange opportunities provide leadership development, team building and personal growth opportunities that give back to our partners for years to come.

Learn more at www.bridgestoprosperty.org

Job Description

B2P is seeking an exceptional, details-oriented, and committed intern interested in non-profit donor development, marketing and social media. Ideal candidate would be an upper-level undergraduate, recent college student, or graduate-level college student interested in hands-on experience in international nonprofit development. This position requires a minimum three-month commitment of 10-15 hours per week in B2P's Denver office with a flexible schedule; some social media monitoring, research, etc., may be done remotely.

Responsibilities

- Support Communications Manager in research of prospective donors, including individuals, foundations, corporations, etc.
- Support Communications Manager and Executive Director in preparation and preliminary research for various conferences and networking events.
- Participate in social media strategy and contribute to communications with direction from Communications Manager.
- Assist in donor acknowledgment, including writing thank you cards and monitoring B2P's fundraising websites for new donations.
- Enter data and update contact and donor tracking databases, or other databases, as needed.
- Monitor social media presence as well as press-hits online and in media.
- Other general development support duties as assigned.

Qualifications

- Experience and/or knowledge of working in a nonprofit environment.
- Be an upper-level undergraduate or graduate level student in good academic standing.
- Exceptional, professional, and details-oriented organizational skills.
- Creative, energetic, and self-motivated, a proven track record of taking initiative and problem solving.
- Proficiency in Microsoft Office products and other software and internet based databases.
- Advanced knowledge of social media tools, including Facebook, LinkedIn, YouTube, etc.
- Fluent written and spoken English.



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- Professional e-mail etiquette and work habits.
- Passion for B2P's mission and international non-profit work.

To Apply

Email cover letter and resume to info@bridgestoprosperty.org with Subject Line: Development Internship. Applications will be reviewed as they are received. Position open until filled. Only shortlisted candidates will be contacted. No phone calls, please.