

**Fundraising Internship with RI Non-Profit (Providence)**

Reply to: Allison@RIBirth.net

Learn how to multi-task, utilize, and hone your skills to achieve tax exempt status for a non-profit organization.

Project focus on the statewide Rhode Island Birth Network (RIBN) 501c(3) application, submission and locating grant opportunities.

**Requirements:**

Ideal candidates will be outgoing, flexible, committed college student with initiative and common-sense. Strong computer, written and interpersonal skills required. 10 hours per week.

Duties include but are not limited to:

- Working to complete 501c(3) application
- Securing a pro bono lawyer
- Submitting application
- Organizing grant opportunities
- Locating outside funding resources
- Helping to plan a fundraiser
- Assisting with press releases, publicity
- Copying, stuffing, postage, mailing

**Additional Requirements:**

A reliable source of transportation

A valid driver's license and minimum of 10 hours per week commitment is required

Internship must be taken for college credits.

**Information about the Rhode Island Birth Network is available at [www.RIBirth.net](http://www.RIBirth.net).**