



20385 64th Avenue, Langley, BC V2Y 1N5 | 1.800.563.1106 | 604.514.2000 | powertochange.org

Non-Profit Fundraising Development Intern ***Development Team, Advancement***

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| Job Categories: | Research; Development; Grant Writing; Fundraising |
| Position Type: | Internship |
| Job Region/Location: | Langley, BC; Power To Change National Headquarters |
| Reporting Relationship: | Donor Relations Officer, Advancement |
| Working Conditions: | Flexible |
| Application Deadline: | Ongoing |

Ministry Overview

Power to Change seeks to glorify God by making a maximum contribution toward helping to fulfill the Great Commission in Canada and around the world by developing movements of evangelism and discipleship. We envision millions of volunteers engaged in faith adventures that transform lives through the power of the gospel. You can be a part of this movement of change by applying your skills in the Advancement department of Power to Change.

Position Overview

The Non-Profit Fundraising Development Intern position will provide you with substantial experience in non-profit development and management, grant writing, researching donor prospects, solicitation strategizing, in addition to gaining valuable office experience working in a non-profit organization. Fundraising development at Power to Change offers the unique satisfaction of directly supporting and expanding God's work in Canada and around the world. Upon completion of the internship, the successful candidate will be prepared for a rewarding career in the growing industry of professional fundraising.

Responsibilities

Duties include, but are not limited to:

- Researching new foundations/grants to apply for funding
- Interviewing ministry leaders to build a Case for Support
- Helping with editing of proposals and reports
- Assisting in writing minor proposals and reports
- Using desktop publishing software to lay out and design minor proposals and reports
- Helping to maintain database records
- Learning to use Customer Relationship Management (CRM) software
- Writing acknowledgement letters to major donors
- Calling major donors to thank them for their support and report on impact

Education and Experience:

- At least 3rd or 4th year in post-secondary education, recent graduate or mature individual planning to enter professional fundraising
- Post-secondary education in a related area is an asset
- Proven portfolio of writing and editing projects and pieces

Required Skills and Abilities:

- A growing personal relationship with Jesus Christ
- A passion for Christian ministry work
- Interest in non-profit development
- Skilled in writing in the English language
- Excellent interpersonal and communication skills
- Analytical research skills
- Proactive, creative and enthusiastic
- Able to manage multiple tasks and meet tight deadlines
- Working knowledge of Microsoft Office
- Willingness to learn

Preferred Skills and Abilities:

- Experience with Adobe Creative Suite (e.g. InDesign)
- Experience with CRM software
- Volunteer or work experience with a non-profit or parachurch ministry
- Knowledge of, or experience with, Power to Change Ministries

Please direct your resume and cover letter or inquiries to:
opportunities@powertochange.org

We thank all applicants for their interest in Power to Change. In order to make the best use of your time and ours, only applicants who closely match our requirements will be contacted directly.

The [mission](#) of Power to Change is to further the movements of Christian evangelism and discipleship. All Power to Change staff members and volunteers work collectively to further this overall religious mission. The successful candidate for this position must have a pre-existing belief and demonstration of lifestyle as outlined in the Power to Change Code of Conduct and Statement of Faith. The successful candidate must agree to, sign and, in all good conscience abide by the biblical principles outlined by these documents. It is a pre-requisite of employment at Power to Change that any and all staff members and volunteers sign and abide by these documents throughout their course of involvement at Power to Change. For a copy of the Code of Conduct and Statement of Faith, please contact Human Resources.