



Nonprofit Management and Fundraising Intern

Position: Nonprofit Management and Fundraising Intern

Organization: Iowa 7 on 7 Football

Location: 2000 James St Ste 205, Coralville, IA 52246 (Hybrid or Remote)

Duration: 01/21/2025 - 5/20/2025. Potential to stay on in the Summer semester of 2025 and assist with events.

Hours: Flexible, depending on Internship needs. Remote and In-Person work available. M-F availability.

Compensation: Unpaid (Focus on gaining valuable experience and professional development)

Overview:

Join Iowa 7 on 7 Football, a nonprofit organization focused on making youth football accessible and inclusive across Iowa. As a Nonprofit Management and Fundraising Intern, you will play a key role in supporting the organization's fundraising and sponsorship efforts, as well as assisting with the administration and growth of community programs. This is an excellent opportunity to develop real-world experience in nonprofit management, grant writing, donor relations, and event fundraising.

About Iowa 7 on 7 Football:

Founded in 2019, Iowa 7 on 7 Football provides an affordable, inclusive alternative for youth interested in football, regardless of weight or size. Our mission is to promote participation, foster community, and develop leadership skills through gender-neutral sports programs. We provide resources to help volunteers run local teams, including playbooks, insurance guidance, uniforms, and practice plans.

Duties and Responsibilities:

- **Fundraising and Sponsorship Support:**
 - Assist with researching and identifying potential sponsors and grant opportunities to support the program.
 - Help draft proposals, sponsorship packages, and funding requests.
 - Support ongoing efforts to secure new funding, including corporate sponsorships and individual donations.
 - Maintain a database of current and potential sponsors, donors, and partners.

Iowa 7v7 Football

2000 James Street, Suite 207, Coralville, IA 52241

Tax ID: 83-4329295



- **Grant Writing and Reporting:**
 - Assist in writing and submitting grant applications to secure funding for various programs and events.
 - Help prepare regular reports for sponsors, donors, and stakeholders detailing the impact of their contributions.
 - Assist with tracking fundraising progress and ensure that goals are met.
- **Event Fundraising and Support:**
 - Help coordinate fundraising events and campaigns to support the program, including auctions, online campaigns, and special events.
 - Work with the team to ensure events run smoothly, including liaising with sponsors, donors, and volunteers.
 - Assist in post-event communications, including thank-you notes, impact reports, and recognition for donors and sponsors.
- **Community Outreach and Engagement:**
 - Assist with outreach to local businesses, community leaders, and organizations to build relationships and promote partnership opportunities.
 - Help develop marketing materials for fundraising campaigns, events, and sponsorship opportunities.
 - Collaborate with social media and marketing teams to raise awareness of fundraising initiatives.
- **Program Support and Administration:**
 - Provide general administrative support for the nonprofit's day-to-day operations, including communications, scheduling, and event coordination.
 - Assist in creating content for newsletters, websites, and social media to engage supporters and raise awareness.
 - Help organize and prepare materials for donor meetings and presentations.
- **Data Management and Reporting:**
 - Assist in tracking donations and sponsorships to ensure proper documentation and reporting.
 - Help with donor stewardship, ensuring timely communication and recognition for supporters.

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Qualifications:

- Strong interest in nonprofit work, fundraising, and community engagement.
 - Excellent written and verbal communication skills.
 - Ability to multitask and manage multiple projects simultaneously.
 - Organized and detail-oriented with a strong commitment to deadlines.
 - Strong interpersonal skills and ability to build relationships with diverse individuals and organizations.
 - Passion for sports and youth development, with a focus on inclusivity.
 - Familiarity with Microsoft Office (Word, Excel, PowerPoint) and basic data management skills.
 - Prior experience in nonprofit work, fundraising, or event planning is a plus but not required.
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Benefits:

- Gain valuable hands-on experience in nonprofit management, fundraising, and program development.
 - Opportunity to develop skills in grant writing, donor relations, and event planning.
 - Build a professional network within the nonprofit and sports sectors.
 - Learn from experienced nonprofit professionals and contribute to impactful community initiatives.
 - Enhance your leadership, communication, and organizational skills.
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How to Apply:

Please send your resume and a brief cover letter explaining your interest in the internship and any relevant experience to staff@iowa7v7football.com. We look forward to discussing how you can contribute to the success of Iowa 7 on 7 Football.

Application Deadline: 02/01/2025

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