

Title: Engagement Intern
Reports to: Director of Engagement and Director of Development



Girls on the Run of NOVA (GOTR NOVA) empowers girls to be healthy, joyful, and confident using a unique, experience-based curriculum which creatively integrates running.

Purpose of Position:

To support GOTR NOVA's external engagement and internal processes while gaining experience in event planning, communications, and relationship development.

Areas of Responsibility:

- Support Donor Stewardship
 - Assist with organization's data management, including data entry and reporting
 - Prepare written fundraising accountability
 - Process Thank You Letters
- Support Peer to Peer Fundraising
 - Create fundraising materials, sample emails, and social media posts
- Support Engagement
 - Prepare and edit marketing and outreach materials
- Support planning and execution of fundraising event, including;
 - Event communication and advertisement
 - Sponsor entitlement tracking
 - Social Media

Preferred Qualifications:

- Commitment to maintaining confidential nature of fundraising and donor information;
- Strong organizational skills and attention to detail;
- Ability to handle multiple tasks and balance competing priorities;
- Comfortable working independently, resourcefulness, and a high level of professionalism;
- Comfortable with technology, particularly Adobe, Canva, Excel, Google Docs
- Commitment to empowering young women and strong belief in the GOTR NOVA program

To Apply:

Send resume and cover letter to Jennifer Passey, Director of Engagement, info@gotrnova.org; please use the subject line "Engagement Internship Application"