



501(c)3 Federal Tax ID# 33-0412749

### **Organization Description/Mission:**

Our mission at Food Finders is to reduce hunger and food waste while improving nutrition in food insecure communities. In the U.S. 35 million people, including 10 million children do not know where their next meal will come from yet 30 to 40% of our food supply is thrown away every year!

### **Our Core Values:**

1. Community: We acknowledge that working with our community of food donors, volunteers, and partner agencies makes us a better organization.
2. Responsibility: We understand we have a social and environmental responsibility. This is reflected by our efforts to reduce waste, rescue food, feed people, and support policies that address the roots of inequitable access to nutritious food.
3. Adaptability: Food Finders places high importance on being an organization that adapts to the world around us.
4. Integrity: To have integrity is to do what we say we will do.

**Fund Development Internship Position Overview:** We are seeking an individual interested in gaining valuable experience in fundraising and non-profit engagement development to assist our organization in achieving our fundraising goals. This position will require working from our office in Los Alamitos.

### **PRIMARY RESPONSIBILITIES:**

- Assist with Special Events and Major Fundraising Campaigns.
- Work in collaboration with Marketing Dept. to develop fundraising campaign content/graphics for direct mailings, emails and social media.
- Assist with donor retention and procurement activities (including acknowledgement letters, thank you notes and phone calls).
- Assist with database management related to fund development (including running reports, data clean-up and donor segmentation).
- Assist with prospective new corporate engagement research, data collection and organizing.

### **BENEFITS:**

- Hands on experience working in the nonprofit food rescue industry and assisting in fundraising campaigns
- Valuable experience working in a dynamic, diverse, and growing non-profit
- Opportunity to make a difference in the lives of individuals, their families and the community
- Learning how to engage and build relationships with a broad base of community supporters



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**QUALIFICATIONS:** The ideal candidate will have a strong interest in fundraising via marketing, and an interest in food waste prevention and food insecurity. We are looking for a people-person with great communication skills, who is comfortable working with people from different backgrounds. Flexible schedule can be accommodated. Must have a strong interest in working in a non-profit setting.

- Excellent interpersonal and written communication skills
- Strong organization and time-management skills
- Familiarity with Canva, or any CRM/database
- Independent, highly organized and detail-oriented
- Strong work ethic and enthusiastic team player

**HOW TO APPLY:** Send a cover letter to Lisa Hoffmaster, Fund Development Director via email to [lisah@foodfinders.org](mailto:lisah@foodfinders.org) answering the following questions

- Why would you like to apply for the Fund Development Internship position?
- What do you hope to gain by joining our team?

If you are completing hours for service learning/internship, please indicate how many hours need to be completed and when do they need to be completed by.

Subject line should read, Fund Development Internship (YOUR NAME). No phone calls please.

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