

**Stewardship Internship** - Will support the Major Gift Director in engaging and appreciating donors through thoughtful and creative stewardship efforts. This role offers hands-on experience in donor engagement, nonprofit development, and mission-driven communication strategies. Ideal for students interested in communications, philanthropy, or nonprofit management. ***Intern must be located in the DFW area and available 15 hours per week.***

**Key Responsibilities:**

- Write and prepare donor birthday cards
- Assist with post-event donor follow-up and appreciation
- Research and recommend donor gifts based on giving levels
- Support budget planning for donor cultivation and stewardship
- Draft creative content for donor profiles and media spotlights
- Create templates for donor letters and impact reports
- Assist with general stewardship tasks and special projects as needed

**Skills & Qualifications:**

- Strong written and verbal communication
- Self-management and reliability
- Creative writing and storytelling abilities
- Interest in donor relations and nonprofit work
- Willingness to learn and contribute to a mission-driven team