



HIGHER GROUND

HG **DEVELOPMENT & EVENTS** Internship Fact Sheet

Each Development & Events Intern will provide assistance and support to Higher Ground's core programs, fundraising events, and administrative functions.

Why HG Development:

- HG staff puts a high level of trust and confidence in interns and depends on them as an integral part of the team.
- Dev & Events Interns have the opportunity to work closely with the Development team to facilitate community events and fundraisers. They also have the opportunity to work with volunteers, community partners, and cultivate and steward donors.
- Mission-driven work! All HG employees, regardless of their role or department, are encouraged to also support our programming for veterans, first responders, and people with disabilities.

Schedule:

- Dev & Events Internships are typically scheduled for 10-15 weeks, May through July/August. We strive to accommodate each individual student's internship placement requirements.
- Fundraising days require energy and enthusiasm, but are very rewarding to be a part of, especially when executed well! Since Dev & Events Interns aren't typically needed 40 hours a week, it is usually possible to take on additional responsibilities within or outside of HG. However, expect to be dedicated to Development during the week or two leading up to/following a fundraising event!
- Typical work weeks vary depending on the season. Dev & Events Interns can expect to average 20-25 hours a week, which will likely include some weekends and holidays. While days can be busy, and hours long, some flexible time off can be organized with your supervisor to catch up on well-deserved rest (or life!).

Compensation/Housing:

- With access to the Wood River YMCA, participation in fun and exciting programs, and the opportunity to hone your nonprofit management and fundraising skills, there are plenty of perks that come along with the hard work of an internship with HG!
- HG offers a \$500 stipend to interns that is distributed across pay checks received twice monthly. Additionally, HG will reimburse up to \$300 a month for each intern's housing expenses.
- HG does not provide housing for interns, however some assistance and recommendations can be provided. The best starting point is www.mtexpress.com where they keep the classifieds from the paper up to date. The paper comes out every Wednesday & Friday, so you may see new postings on those days.

What to Bring:

- Prior to your internship, you should receive a list of commonly required items to prepare you for your time with HG. You should plan on bringing any personal gear you might need for the season's activities (bike, tent, fly rod, etc.), though there are plenty of outdoor shops in town where you can rent gear you may not already have.
- Your can-do attitude, a willingness to step outside your comfort zone, and the expectation of an incredible season!

ADVENTURE. SUPPORT. BELONGING.