**Development/Fundraising Intern Position**

**Who we are**
We are Institutional Stove Solutions (InStove), a non-profit humanitarian organization dedicated to supply innovative technologies to organizations working to relieve human suffering and promote appropriate and sustainable development.

**Position description**
The development intern at InStove will help increase our global presence among supporters, donors, and partners. The intern will be responsible for two main projects: identifying new fundraising opportunities, event planning and supporting grant-seeking activities.

InStove staff coordinates with the university to help students earn credit for their internship. The position is open for Winter Term through Summer 2018– and the hours and location are flexible.

**Other potential responsibilities**
- Participating in meetings and events with donors
- Planning local fundraising events and grassroots efforts
- Finding and drafting grant applications
- Updating the website to reflect new opportunities and partnerships

**Qualifications**
- Fast learner, team player, and passionate about our mission
- Excellent writing and communication skills

**Preferred**
- Experienced writing in a professional setting
- Background in communications, writing, fundraising and/or nonprofits

**Application information**
Please send a cover letter and resume to ahavah@instove.org. Make sure to include why you want to intern for InStove, how you want to contribute, and what you hope to learn. Please indicate your expected time commitment.

Priority will be given to applications received by 5:00 pm on January 10, 2018

**Contact information**
Please contact the Development Director at (541) 942-9519 or ahavah@instove.org with any questions about the position or the application process.