

# The Tavern Coffeehouse Development Intern

## **Job Description**

The Tavern Coffeehouse Development Intern will support the startup nonprofit by supporting the board of directors in their capital campaign.

## **Responsibilities**

The Development Intern has the following responsibilities and duties:

- Collaborate with the Board of Directors on the capital campaign
- Supporting the execution of the strategic plan for the coffeehouse
- Identify prospective individual and corporate donors and develop strategies to cultivate those relationships
- Plan at least one fundraising event for the organization
- Design a donor relation program for the campaign
- Any other support to board of directors

## **Requirements**

- Current enrollment in an undergraduate or graduate program, nonprofit administration preferred but not required.

## **Skills**

Experience with the following is preferred but not required

- Fundraising
- Strategic Planning
- Accounting
- Budgeting
- Donor relationships
- Customer service
- Hospitality
- Event planning
- Nonprofit management
- Nonprofit development

## **The Tavern Coffeehouse's Mission**

The mission of the Tavern Coffeehouse is to provide a safe working place for individuals in the Buckeye neighborhood.

## **Compensation**

This internship is unpaid but could lead to potential employment as capacity builds

**Interested?** Email your resume to [ken@thetaverncoffee.com](mailto:ken@thetaverncoffee.com) to get started.