



Position Description

Spend time on a beautiful non-profit farm in North Grafton, MA this year and support Community Harvest Project in engaging and educating volunteers to grow fruits and vegetables for local hunger relief. The Development Intern will gain tangible non-profit experience, especially in the areas of events and fundraising. This person will assist in various projects focused on 2025 philanthropic efforts at CHP.

Internship Responsibilities

- Assist the Development Manager in research and planning for 2025 fundraising strategies
- Supporting creation of a direct mail campaign and follow-up digital campaign in September
- Drafting fundraising and event content for social media posts and email communication with Development Manager and Communications AmeriCorps VISTA Volunteer
- Support and work on organizational events, including reaching out to potential corporate sponsors and tracking sponsor benefits
- Event promotion, including online posting to external calendars, distribution of event flyers to local businesses, and creation of event signage, as needed
- Engaging with volunteers and donors as part of organization work and events
- Other tasks as needed

Educational Components

- Session with Executive Director to learn about non-profit management, grant writing, financial management, strategic planning, and community relations
- Sessions with Development Manager on full scope of development role in nonprofits, and fundraising strategies, direct mail campaigns, marketing, donor stewardship plans, managing donor data, and digital fundraising campaigns
- Intern will participate in fundraising efforts, including building yearly fundraising strategies, planning and management of fundraising events, creation of and distribution of direct mail campaign, donor stewardship, and asking for gifts.
- The intern will have the opportunity to work with and learn from all staff members of the non-profit and will gain insight into the multi-faceted operations of the organization.

Requirements

Qualified applicants will:

- Recognize the importance of CHP's mission and be willing to assume a role in furthering it
- Have interest, coursework and/or experience with events, non-profit fundraising, public administration or other related field
- Be an excellent communicator and be able to demonstrate previous leadership responsibility
- Work independently, be self-motivated, and have great attention to detail
- Be comfortable asking for money and donations
- Have reliable transportation
- Be available 15-20 hours a week

Funding availability;

There is a scholarship award for this position available to eligible students with a focus on underserved communities; first-generation student, BIPOC (Black, Indigenous or People of Color) or low income eligibility. Student should be receiving maximum Pell Grant for the 25/26 year. Student must also be currently enrolled, in good standing academically and provide a letter of recommendation from a faculty member.

Organization Information

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Community Harvest Project (CHP), a 501(c)3 organization and Points of Light Certified Service Enterprise, is dedicated to engaging and educating volunteers to grow fruits and vegetables for hunger relief. Through their volunteer farming and leadership programs they bring thousands of community members together annually. In 2024 CHP hosted 6,359 volunteer visits resulting in 187,151 pounds of fruits and vegetables grown and distributed through 26 partnerships including the Worcester County Food Bank and Greater Boston Food Bank's hunger relief networks and Community Servings medically tailored meals program. These distributions provided over 1,122,000 servings of fresh produce for individuals and families in need, who otherwise may not have had access.

For more information about their locations, programs, and impact, please visit www.community-harvest.org.

Contact

Applications being accepted beginning June 6, 2025. To apply send letter of interest and resume via email to Wayne McAuliffe, Manager of Volunteer Programs, at wayne@community-harvest.org