



Rhode Island Humanities
131 Washington Street, Suite 210
Providence, RI 02903
www.rihumanities.org

Rhode Island Humanities Spring 2024 Internship Opportunity: Sponsorship

Rhode Island Humanities seeks a **Sponsorship Intern** to focus on corporate sponsorship identification and solicitation. This position will provide experience in Corporate Relations, Philanthropy, and Nonprofit Development. The Sponsorship Intern will identify potential corporate partners; track, document, and support sponsorship outreach and progress; work closely with RI Humanities staff and select Board Members to maintain a running list of prospects; and support overall fundraising solicitation efforts.

The position will advance RI Humanities' goals of growing its base of corporate partners, making the case for the public humanities and their impact, and enhancing the organization's overall sustainability and growth.

The mission of RI Humanities is to seed, support, and strengthen public history, cultural heritage, civic education, and community engagement by and for all Rhode Islanders. Since our founding fifty years ago, RI Humanities has awarded more than \$9.6 million through 1,900 grants to over 800 grantees—cultural organizations and humanities scholars across Rhode Island! Support from sponsors and individual donors ensures the organization can leverage federal dollars from the National Endowment for the Humanities to make an even greater impact in RI communities.

About the Project:

The Sponsorship Internship will learn how for-profit corporations can partner with nonprofit organizations like RI Humanities in mutually beneficial ways. The Intern will provide hands-on experience identifying and soliciting new, lapsed, and returning corporate partners. This role will assist with developing corporate fundraising strategy, pitches, and the creation of sponsorship materials.

There are two key components of RI Humanities' sponsorship fundraising program for fiscal year 2024:

1) Supporting RI Humanities' implementation of a holistic, year-long approach toward corporate partnerships to support the multitude of initiatives and grantmaking activities undertaken by RI Humanities in any given year, instead of sponsorships that underwrite one particular event.

2) RI Humanities is proud to co-host the 2024 National Humanities Conference in November 2024; this nationally recognized event will draw attendees from across the country to Providence for the annual conference and provide RI Humanities with a unique and compelling fundraising opportunity.

The Sponsorship Intern will report to the Associate Director of Development.

Time Frame:

Winter/Spring, 2024

8 week internship for approximately 10 hours/week. Schedule is flexible. Desired: mid-late January - May 2024

Compensation:

The intern will be eligible to receive a \$1,500 stipend and course credit, if applicable.

Key Position Responsibilities:

- Perform research to identify potential corporate sponsors
- Track and maintain sponsor information in CRM management system (Blackbaud NXT), as well as create assignments and track progress toward goals in RI Humanities' project management platform (Monday.com)
- Support the fundraising work of Executive Director, Associate Director of Development, and Board Members
- Communicate via phone and email with prospective sponsors
- Help coordinate sponsorship details between RI Humanities, National Humanities Conference, and National Humanities Alliance
- Other fundraising/sponsorship duties as assigned

Position Requirements:

- Technical literacy: Mac OS X, Microsoft Office, Google Workspace; experience with CRM and project management databases and email campaign software a plus
- Resourceful learner
- Detail-oriented, excellent organizational and time management skills
- An interest in nonprofit fundraising
- Demonstrated ability to work independently, as well as part of a team
- Strong research and writing skills, including excellent analytical, oral, and written communications skills
- Self-starter, must have the ability to work independently, prioritize tasks, and complete assignments by specified deadlines

Work Environment & Expectations:

- Hybrid work: This internship will work mostly remotely, although some on-site work at RI Humanities' Providence office may be necessary. It's possible that opportunities for networking events and/or in-person meetings may arise
- COVID-19 safety measures according to risk level will be in place for the on-site components; COVID-19 vaccination required, unless with an exemption due to medical reasons or a sincerely held religious belief.
- Rhode Island Humanities is committed to workplace diversity and seeks candidates who represent the diversity of the state, including but not limited to age, national origin, sexual orientation, race, ethnicity, gender, disability, cultural background, and socioeconomic class.

To Apply:

Please send resume to scott@rihumanities.org by **5:00 pm Tuesday, January 16, 2024** with the subject "Sponsorship Intern Application." Please also provide a brief paragraph in the body of the email describing your interest in this opportunity.