



Fundraising and Event Planning Internship

A Home of Hope
1630 H. Street
Bellingham, WA 98225

Erin Curran-Tileston
Program Coordinator
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Mission Statement:

Sean Humphrey House provides dignified and safe housing for low-income persons living with HIV/AIDS that are without adequate personal resources and who often suffer from other diseases, disabilities and forms of mental illness. Sean Humphrey House coordinates house management and resident care under the direction of our compassionate, professional staff and volunteers.

Learning Objectives:

The Fundraising and Event Planning Intern will gain extensive experience in the operations of a nonprofit Adult Family Home. This intern will learn about volunteer recruitment and management, procurement of donations and services, community correspondence and the planning and orchestrating of events. This intern will also gain extensive knowledge of HIV/AIDS and the Bellingham community.

Term of Position:

This is an unpaid internship that will last for at least one academic quarter (3 months).

Basic Requirements:

- Availability of about 10 hours per week
- Complete and submit the SHH Volunteer Application (including background check) and a Whatcom Volunteer Center Application
- Complete and submit the Internship Application Questions
- Review Donation Can Project Manual
- Two-step TB test
- When Applicable: Food handler's permit; valid driver's license, vehicle registration and auto insurance

Basic Duties:

- Develop positive relationships with staff and residents. Work closely with other volunteers.
- Work closely with the Program Coordinator and the Fundraising committee to contact businesses and donors for solicitation of items and services to help plan the annual Cinco de Mayo Fundraising Event. The intern would help with everything, from finding and securing a venue to what items will be auctioned off during the event.
- With the help of the Program Coordinator you will help recruit and supervise other fundraising volunteers during events.
- Contact businesses and donors to secure items and services for the House at no cost to SHH. Maintain careful records of solicitation and donations. Report donations of items and funds to Program Coordinator. Goods and services will be used for staff and residents at the House and for the Program Coordinator's use in volunteer appreciation.
- Assist the Program Coordinator in the Sean Humphrey House Donation Can Project. Contact businesses with existing donation can projects to gather data. Identify and contact potential businesses, in writing and in person, to participate in the SHH Donation Can Project. In cooperation with the Program Coordinator, implement policies and procedures for placing and monitoring donation cans within the community. Schedule donation pick-ups and gather and submit donations.

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- Help promote the annual United Way Campaign (if applicable during time of internship).
- Assist Program Coordinator in community correspondence and writing letters of appreciation for donors.
- Find/implement new fundraising opportunities.
- Perform other duties as assigned by the Program Coordinator.

For additional Information, please contact Erin Curran-Tileston, Program Coordinator, at (360) 733-0176.