

info@femergy.org



49 S. Grant Avenue
Columbus, OH 43215



614-653-8454



www.femergy.org

Corporate/Small Business Giving & Partnerships Intern

Location: The Femergy® Center - 49 S. Grant Ave Columbus, OH (Remote/Hybrid option available)

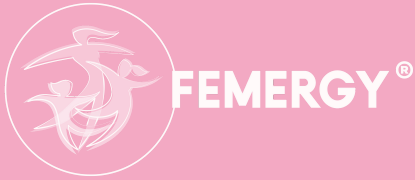
Compensation: Unpaid/Academic Credit

Hours: 10-15 hrs/week

Femergy®, a nonprofit located in Columbus, Ohio is recruiting a Corporate/Small Business Giving & Partnerships Intern to support Femergy's efforts to expand its network of corporate sponsors and partners. This intern will assist in prospect research, donor stewardship, proposal development, and administrative support related to partnership cultivation and operations.

Responsibilities:

- Research and track prospective corporate donors, CSR programs, and partnership opportunities
- Assist in preparing sponsorship packets, pitch decks, and grant applications
- Help schedule and prepare for partner meetings and follow-ups
- Support database management and donor tracking
- Assist with event sponsorship outreach and follow-up
- Provide general administrative support for development initiatives
- Support the marketing and promotion of Femergy® Center rentals, which may occasionally require weekend availability.



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Requirements:

- Must be located in Columbus, OH
- Strong written, verbal and interpersonal communication skills
- Must be comfortable making phone calls
- Organized and detail-oriented
- Interest in nonprofit management, fundraising, or business development
- Experience with Microsoft Office or Google Suite; familiarity with CRM tools a plus

To Apply:

Please email your resume and cover letter to Administrative Assistant Cornelia Delgado at info@femergy.org, using the subject line "Corporate/Small Business Giving & Partnerships Intern Application."