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POSITION TITLE: Fundraising and Community Impact Intern
REPORTS TO: Advancement Director
HOURS: Part-time (20-30 hours per week)
SEMESTER: Fall/Winter Semester (August-November)
PAY: \$15 per hour

[Lighthouse Immigrant Advocates \(LIA\)](#) is a nonprofit in West Michigan offering low-cost immigration legal services to community members. The organizational model includes a three-pronged approach to service: holistic case management, community education and advocacy. As the only nonprofit organization on the Lakeshore in West Michigan offering immigration services, LIA has grown rapidly in the last five years.

LIA believes that Michigan's large immigrant population adds to our communities' vibrant cultural and ethnic diversity, generating forward momentum in our communities and economy. The key to that work is supporting services that welcome, include and aid immigrant communities.

As it is a relatively new organization, employment with LIA is exciting and enriching. Furthermore, LIA is a family-friendly organization, understanding family obligations must come before work obligations (within reason). LIA offers flexible scheduling and does not discourage employees from bringing their children to the office when necessary.

DESCRIPTION OF DUTIES

The **Fundraising and Community Impact Intern** will be responsible for advancing the vision and mission of Lighthouse Immigrant Advocates through effective execution of numerous projects that combine legal program services impact, justice and equity work, philanthropy, and marketing and communications to support the mission and vision of the organization. Duties will include:

- Work with the Advancement Director to develop the Annual Impact Report.
- Assist with projects to meet meet LIA's annual fundraising goals.
- Build and cultivate relationships with donors, staff, and volunteers.
- Develop and write foundation, corporate and government grant proposals, solicitation materials, and reports.

- Assist the LIA Leadership team in collecting and maintain impact statistics of LIA's services to inform constituents and enhance investment and engagement.
- Assist the Asylum Program Team in reporting case numbers, outcomes, and impact to numerous grantors to the program, including quarterly and annual impact reports.
- Design and implement stewardship, acknowledgment and recognition practices.
- Oversee report development tin coordination with the Advancement Director.
- Prepare and maintain donor and donation records, prepare gift acknowledgements.
- Assist with maintaining print and digital constituent facing materials.
- Assist with the volunteer and internship intake process.
- Assist with outreach and cultivation of volunteer groups, including some non-traditional hours per month sharing the mission of LIA on nights and/or weekends.
- Assist with PR; communications; and marketing efforts throughout the organization, including social media, email marketing, and digital channels.

QUALIFICATIONS

Required:

- Strong understanding of effective digital marketing strategies.
- Strong writing skills (previous writing samples will be required).
- Strong interpersonal skills.

Preferred, but not required:

- Familiarity with nonprofit software, donor databases, and/or other fundraising or CRM technology.
- Bilingual in English and Spanish.
- Experience and familiarity with graphic design, print and digital.
- Experience with website design and maintenance, including Wordpress
- A bachelor's degree from an accredited college/university, or equivalent experience. Students currently enrolled in their last semester of baccalaureate work will be considered.
- Proficiency with Microsoft Excel, including pivot tables, vlookups, and data hygiene.

KNOW HOW

The **Fundraising and Community Impact Intern** is part of the Advancement Team at LIA. As part of the Advancement team, they will have the opportunity to connect the unique worlds of philanthropy, communications and marketing, justice and equity work, and the empowering force of the rule of law to support LIA's mission and goals. This includes developing holistic projects, strategies, and procedures that prioritize the vision of LIA and the well-being of the community we serve. They must possess strong project management skills; have the ability to prioritize multiple deadlines/projects across functions and work with minimal supervision. They must possess extraordinary commitment to diversity, equity and inclusion. *They will have a highly developed cultural awareness and demonstrated ability to work in a collaborative setting, effectively communicate around sensitive issues and be an active listener.*

PHYSICAL DEMANDS & WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions in the work environment provided.

- While performing the duties of this job, the employee is frequently required to sit; occasionally walk and stand; travel from building to other sites.
- Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus.
- The employee is required to be able to hear conversations in quiet environments.
- While performing the duties of this job, the employee regularly works inside. The employee must be able to meet deadlines with inflexible time constraints. The employee may be asked to work irregular or extended work hours while performing the duties of this job.
- Office is a single-story building fully accessible to wheelchair users and individuals experiencing mobility limitations.

EQUAL OPPORTUNITY EMPLOYMENT

This organization is an equal opportunity employer and does not unlawfully discriminate against staff or applicants for employment on the basis of an individual's race, religion, creed, gender identity, sexual orientation, national origin, age, disability, marital status, veteran status, or any other status protected by applicable law. This policy applies to all terms, conditions, and privileges of employment, including recruitment, hiring, placement, compensation, promotion, discipline, and termination. Whenever possible, the organization makes reasonable accommodations for qualified individuals with disabilities to the extent required by law. Applicants who would like to request a reasonable accommodation should contact the Executive Director, Eva S. Alexander.

HOW TO APPLY

To apply for this position, please submit the following to development@lia-michigan.org \with the subject line "Fundraising & Community Impact Internship."

- Cover letter
- Current resume
- A writing sample, or social media project campaign.

All materials may be addressed to: David Lee.