



Medicine Horse
Horses Helping Humans

Fundraising and Events Internship Position Description

Organization overview: Medicine Horse is a Boulder based 501c3 nonprofit organization, founded in 2000. Medicine Horse provides free, donation-based groups and scholarships for those who wouldn't otherwise have access to Equine Assisted Psychotherapy. Some of the folks we serve include Veterans, caregivers, first responders, folks in the BIPOC and LGBTQ+ communities, women with breast cancer, youth at risk, people struggling with addiction, abuse and all forms of trauma. Medicine Horse saves lives; Healing through the empathic power of the horse.

Reports to: Executive Director

Time and location requirements: Hours flexible and will depend on intern's needs. Medicine Horse office hours are generally Monday – Friday, 9-4. Work will be completed in a hybrid setting in MH office (Longmont) and remotely as needed and discussed with supervisor.

Key Duties:

1. Fundraising Events 25%
2. Donor Services 20%
3. New Donor Identification & Cultivation 20%
4. Social Media 10%
5. Grant Writing 5%
6. Assist with other tasks as needed 20%

Fundraising and Events

- Identify and research new fundraising and community (visibility/outreach) event opportunities and present options to supervisor
- Attend monthly Fundraising Committee meetings
- Assist with planning and executing 2023 Fundraiser Gala as well as other fundraising events that take place during the term of the internship
- Assist with researching options for new fundraising/event/silent auction software

- Attend any fundraising or community events that MH puts on or is attends
- Assist in growing Sponsor a Horse Program (identify and exec on ideas to bring in new sponsors)
- Work with Social Media and Marketing team to promote events

Donor Services

- Assist in building and maintaining donor database
- Provide good customer service and keep up relations with current donors, including identifying on ways to keep them engaged and executing on those
- Assist in efforts to grow private donor base including researching and identifying potential donors
- Assist in efforts to secure new corporate sponsorships, including identifying and researching potential sponsors, and assisting in communications and meetings with those sponsors

Social Media

Work with Social Media team to grow Medicine Horse's Social Media presence with the goals of increasing awareness, general understanding of what MH does and the impact we make, and donor and volunteer base of MH both locally and nationally.

Grant Writing

Assisting Grant Writing team as needed in gathering information for and identifying new grants, and reviewing LOI's and Grant Applications as needed.

Other tasks to include but not limited to

- Administrative tasks, primarily as they related to fundraising and events but occasionally otherwise. (We are a small team and often, it is "all hands on deck".)
- Supporting marketing work – work with marketing volunteers, assist in creation of print and digital content
- Helping to greet groups on the first day of groups and wrap up with groups on the last day of groups. (This creates a sense of community and connectedness to the MH primary functions that is important to the success of the development role.)
- Helping to recruit new volunteers and maintain a community connection with current volunteers (as volunteers are elemental to running events and growing MH donor base)
- Participate in related trainings as recommended by supervisor. These might include but not be limited to software, cultural (i.e. DEI) or mental health issues awareness, equine care, fundraising and development skills related.

Necessary skills:

- Basic computer literacy and familiarity with Microsoft Word, Power Point, Excel, Adobe, the internet, Google Mail, Calendar, and Drive
- CRM and Fundraising Event software experience a plus
- Social Media experience a plus
- Ability to quickly learn new platforms
- Must be detail oriented and have excellent time management skills (meeting deadlines is a must)
- Strong writing, editing and proofreading ability
- Good common sense and judgement
- Strong customer service and communication skills (communicating with current and potential donors and other supporters as well as volunteers, therapy team, board, staff, partner organizations' staff, etc.)
- Open mindedness, team, and mission oriented
- Comfortable with and sensitive to working in an environment where therapy is going on for a variety of needs
- Comfortable with horses in the environment
- Able to work in a semi-outdoor environment with dust, hay, horses, etc.
- Ability to own this position and be proactive in suggesting and implementing new ideas and improved processes.
- Valid current driver's license and transportation: travel to the office during business hours is required
- Ability to lift and carry up to 40 lbs
- Desire to learn and develop new skills, willingness to ask questions and for help, and be part of the team that helps Medicine Horse grow to the next level
- Nonprofit background or education a plus

Medicine Horse is committed to establishing itself as an organization that seeks out diverse representation and being a model for other non-profits for equity and inclusivity. In all our actions, we strive for operationalizing our diversity, equity and inclusion (DEI) strategic imperatives.

Medicine Horse does not discriminate against any person on the basis of race, ethnicity, national origin, color, gender/sex, age, religion, marital status, pregnancy, disability, sexual orientation, gender identity, or genetic information in its services and programming or employment.

