

# Business Admin & Fundraising Support Internship

## DESCRIPTION



**Vera Aqua Vera Vita** is a grassroots nonprofit organization founded on the mission of “tapping into the physical and spiritual nature of water to empower people and communities in developing countries to generate clean water and sanitation solutions that bring ‘True Water True Life.’” We are a small and a relatively young organization with a lot of opportunity for growth and impactful contribution. Visit our website at [VeraAquaVeraVita.org](http://VeraAquaVeraVita.org).

**Job Description:** Meaningful, professional, and fun unpaid **Business Administration Internship** working closely with the Founder & Executive Director of Vera Aqua Vera Vita and staff to help advance the mission of Vera Aqua Vera Vita through scheduling & calendar management, constituent database and coordination management, pursuit of new donors, follow-up for retention of current & previous donors, tracking of constituent analytics via VAVV’s constituent management platform, and pursuit of speaking & networking engagements for the team.

**Supervision:** An intern in this role will receive direct supervision, guidance, and mentorship from the Executive Director and indirect guidance and mentorship from the Peru Projects and Programs Director.

**Job Type:** Unpaid Internship

### Minimum Qualifications:

- Supporting of Vera Aqua Vera Vita’s mission
- Willingness/motivation to learn & ability to quickly grasp new software, etc.
- Ability to work in a volunteer/team environment both in person and on the phone
- Self-motivated to complete projects, meet deadlines, and function independently without much oversight
- Proficient in Microsoft Office suite of products
- Data management & analysis experience (collegiate or professional skills)
- Background in Fundraising (preferred but not required)

### Scope of Role:

- Community calendar maintenance in concert with the VAVV team including scheduling meetings
- Miscellaneous administrative tasks as needed
- File management as needed
- Constituent (existing team, volunteers, donors, intercessory prayer warriors, etc.) database and coordination management support for the VAVV team
- Pursuit of new donors in support of the VAVV team
- Follow-up for retention of current & previous donors in support of the VAVV team
- Tracking of constituent analytics via VAVV’s constituent management platform
- Pursuit of speaking & networking engagements for the VAVV team
- Committee participation promoting Vera Aqua Vera Vita when assigned

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- Participation in special event planning when assigned, for example: Annual Fundraiser

### Expectations:

- Estimated hours per week: 10 hours minimum
- Accountable to meet strict deadlines, *with exceptions*
- Bi-weekly Status Meeting with supervisor on assignments
- The internship would be a minimum of full semester until finals week, *with exceptions*. The exact duration of the internship will be determined in negotiations during hiring

### Our (VAVV) Commitment:

- To assist you in acquiring college credit hours for your work, if available at your university
- To provide the opportunity to work within a team of technical experts in a professional non-profit organization
- To provide an opportunity to learn, grow, and be creative in helping to vision VAVV for the future
- To provide a letter of recommendation, if requested, if all work requirements and professional standards were met during the volunteer period
- To provide experience working within a volunteer-based organization

**Application:** Professional cover letter | Professional resume

### If Interested:

- Apply on [Handshake](#).
- Contact Jacob Niemeier at [jniemeier@veraaquaveravita.org](mailto:jniemeier@veraaquaveravita.org) or call **469-577-9465** if you have questions, feedback, or want more information