



## ANDREW GRAHAM SEMPER FI FUND

Helping Students Succeed

### COMMUNITY DEVELOPMENT INTERNSHIP

#### ORGANIZATION DESCRIPTION

The Andrew Graham Semper Fi Fund is a nonprofit 501(C)(3) public charitable organization. The Fund was founded to honor the life of Corporal Andrew Graham Narcus, a U.S. Marine from Sudbury, Massachusetts. The organization's mission is to generate funds through traditional fundraising activities and endow scholarships at Massachusetts community colleges, helping students succeed. The Organization was founded in 2012 and successfully completed the original mission of a three year fundraising campaign to endow the Corporal Andrew Graham Narcus memorial scholarship at Lincoln Sudbury regional high school in perpetuity in 2014.

#### 2015 MISSION:

To generate \$40,000 at the 4<sup>th</sup> annual Boston River Run 5K fundraiser and endow a scholarship at Bunker Hill Community College, helping students succeed.

#### GENERAL DESCRIPTION:

The intern will actively outreach to community organizations such as schools, running clubs and other organizations with the purpose of forming a relationship and partnering towards the success of the Boston River Run 5K. Ideal community partners would be a good fit to fundraise, volunteer, register, form teams, or donate to the success of the event. Examples include: Somerville Road Runners, Harvard Athletics, UMass Boston track team, BHCC Volunteer Club, etc.

This internship works remotely with the exception of board and committee meetings.

#### JOB DESCRIPTION:

Roles and responsibilities:

- Actively search and build relationships with community organizations
- Actively seek charitable fundraising gifts and donations
- Participate in committee, race, and board meetings
- Volunteer before and during the Boston River Run 5K fundraiser event (11-8-2015)
- Work alongside fundraising team to align community organizations with fundraising success

#### QUALIFICATIONS

- Professional communication: excellent communication skills, with an emphasis on the ability to ask people and businesses for donations and partnership opportunities. Critical thinking in all forms of writing/phone calls/interpersonal matters.
- Outgoing: Able to establish plus develop relationships and project the fund's mission towards the growth and success of the fundraiser. React and respond to all fund business in timely, professional, and organized manner.
- Committed: This is a minimum fall semester (August – December) part-time unpaid internship (5-10 hrs. /week average, plus event attendance) Preference is given to applicants with volunteer experience who show dedication towards community engagement.

#### TO APPLY

To apply, please submit your resume and a note of interest to [info@agsffund.org](mailto:info@agsffund.org).