



## **INTERNSHIP ANNOUNCEMENT**

Position: Fundraising Volunteer  
Reports to: Fundraising Committee  
Pay Rate: Unpaid volunteer Intern  
Hours: PART-TIME (15-20HRS PER WEEK)

The Mental Health Association of San Francisco (MHASF) advances the mental health of the people of San Francisco and leads the global community in advocacy, education, research and supports that promote recovery and wellness while challenging the stigma associated with mental health conditions. People with lived experience of mental health conditions are strongly encouraged to apply.

### **OVERVIEW:**

The fundraising volunteer will identify ways of raising funds and to take action to help secure this funding by researching and talking to companies, potential donors, and organizations by phone, email, and site visits. The fundraising volunteer will provide a range of support for all fundraising events. This is a multi-faceted role ideal for a motivated individual dedicated to help market and promote the various events MHASF hosts and presents.

### **RESPONSIBILITIES:**

- Assists in developing and implementing the overall fundraising campaign plan.
- Prepares analyses on assigned division and prepares and implements plans for cultivation and solicitation.
- Is responsible for preparing and implementing division campaign plans and strategies in accordance with the event/campaign objectives, plan and timetable.
- Conducts or reviews research on prospective donors; develops and recommends approach strategy in encouraging community members and organizations to support our events/ campaigns, including participation goals.
- Visits sites to distribute promotional materials
- Contacts organizations and potential donors via phone, email, and in-person communication

### **QUALIFICATIONS**

- Strong interpersonal skills; respectful and courteous nature
- Strong verbal and written communication skills.
- Good listening skills.
- Available by phone and internet.
- Able to work in teams and committees, demonstrating good judgment
- Accurate and detail oriented
- Practices good customer service skills in all working relationships
- Desire and ability to learn
- \*Peers and consumers of mental health services are encouraged to apply.



### **PROFESSIONALISM**

- Positively represents the Mental Health Association of San Francisco and presents self professionally
- Language, demeanor, and all interactions are professional
- Demonstrates teamwork and effective communication

### **WHAT'S IN IT FOR YOU**

- Have access to trainings, events, and talks from mental health educators, our community partners, and partnered organizations.
- Learn more about Bay Area mental health resources, mental health, stigma reduction, the recovery movement, social justice, and personal growth.
- Gain experience working in a unique, mission-driven, dynamic office setting with passionate people.
- Reference letters available upon completion of internship

The selected candidate will be expected to dedicate 10-15 hours per week toward working on MHASF social media marketing projects between the hours of 9:00am--5:00pm, Monday through Friday in our San Francisco office located at Powell and Market Streets. Our scheduling is flexible.

**To apply, please submit your resume with 2 references and cover letter with estimated days and times you will be available to work in order to be considered.**