**Position Title: Fund Development Internship**

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| Position Title: Fund Development Intern | Reports to: Development Director |
| Job Category: Administrative | FLSA: Non-Exempt (Unpaid Internship) |
| FTE: Part-time (15H/week) | Current Date: 11/05/26 |

## ASCÉNTO OVERVIEW

Founded in 2001 as Hispanic Professionals of Greater Milwaukee (HPGM), Ascénto has spent 25 years connecting Latino students, professionals, and leaders with opportunities for educational and professional advancement.

Today, Ascénto serves more than 6,300 individuals annually and collaborates with more than 100 partners across Wisconsin. Through scholarships, professional development, mentorship, and meaningful connections, Ascénto works to increase economic opportunities, remove barriers to higher education, and strengthen Latino representation and influence throughout Wisconsin.

## OUR MISSION

Increasing economic prosperity and growing Latino influence for a stronger Wisconsin.

## OUR VISION

A Wisconsin where economic and social advancement is a reality for all Latinos, and we reach our highest potential for ourselves, our families, and our communities.

**Position Summary:**

The Fund Development Intern will support Ascénto's fundraising and partnership development efforts through donor engagement, grant research, sponsorship coordination, fundraising campaigns, and donor relationship management.
Working directly with the Development Director, the intern will gain hands-on experience in nonprofit fundraising, business development, and relationship-building strategies that

generate financial support for Ascénto's programs and mission. The intern will contribute to meaningful projects, including researching prospective funding opportunities, developing donor communications, supporting grant applications and reporting, coordinating

sponsorship deliverables, and tracking fundraising progress through Ascénto's Customer Relationship Management (CRM) systems.

The ideal candidate is organized, detail-oriented, creative, and eager to learn. They demonstrate strong communication skills, an interest in building relationships, and a willingness to contribute new ideas. A curiosity about philanthropy, business trends, community engagement, and the role of fundraising in advancing social and economic opportunities is highly valued.

This internship offers a collaborative learning environment with direct mentorship from the Development Director, regular feedback, professional networking opportunities, and exposure to the strategies and relationships that sustain a growing nonprofit organization. The intern will have opportunities to take ownership of projects, contribute to fundraising initiatives, and develop professional work samples.

## LEARNING OUTCOMES

Through this internship, the intern will:

- Gain practical experience in nonprofit fund development, fundraising strategy, corporate sponsorships, and grant writing.
- Learn how nonprofits identify, cultivate, solicit, and steward individual donors, corporate partners, and institutional funders.
- Develop skills in prospect research, fundraising communications, donor engagement, and relationship management.
- Build proficiency in CRM management, fundraising data tracking, reporting, and pipeline development.
- Gain exposure to fundraising campaign planning, sponsorship development, and partnership activation.
- Strengthen professional skills in written communication, creative problem-solving, project management, collaboration, and strategic thinking.
- Receive direct mentorship, guidance, and constructive feedback from the Development Director.
- Build professional connections with Latino professionals, business leaders, philanthropic organizations, and community partners throughout Wisconsin.

## KEY RESPONSIBILITIES

**Fundraising Operations and CRM Management**

- Maintain accurate and up-to-date donor, sponsor, and prospect records within Ascénto's CRM systems.
- Enter, organize, and track fundraising opportunities, donor interactions, sponsorship commitments, and campaign activities.
- Assist with generating, reviewing, and organizing fundraising reports to monitor revenue, campaign progress, and development goals.
- Support the organization and maintenance of donor and prospect information to strengthen fundraising strategies and follow-up efforts.
- Identify opportunities to improve data organization, tracking processes, and fundraising workflows.

**Donor Communications and Stewardship**

- Assist in drafting, preparing, and distributing donor acknowledgment letters, thank-you communications, and stewardship materials.
- Support direct communication with donors, sponsors, and community partners through professional email and phone correspondence.
- Help coordinate donor and partner meetings, including scheduling, preparation of materials, and follow-up communications.
- Contribute creative ideas for donor engagement and recognition initiatives that strengthen relationships and communicate Ascénto's impact.
- Support the development of compelling, mission-centered communications that demonstrate the value of philanthropic investments.
- Assist in maintaining timely, thoughtful, and consistent communication with donors and partners.

**Grant Research and Development**

- Research prospective grant opportunities from foundations, corporations, and other institutional funders that align with Ascénto's mission and programs.
- Collaborate with the Development Director to develop and maintain a comprehensive grant calendar, including application deadlines, reporting requirements, and funding priorities.
- Gather organizational information, program outcomes, and supporting data for grant applications, proposals, and reports.
- Assist with drafting and editing grant narratives, letters of inquiry, and other funding materials under the guidance of the Development Director.
- Help organize grant-related documents and track application statuses, award decisions, and reporting deadlines.

- Participate in discussions about funding strategies and opportunities to diversify Ascénto's revenue.

**Corporate Sponsorships and Partnership Development**

- Support research and identification of prospective corporate sponsors and community partners.
- Assist in developing sponsorship materials, partnership proposals, and outreach communications.
- Coordinate with sponsors to collect required materials, including logos, advertisements, attendee information, and other sponsorship deliverables.
- Maintain organized digital records of sponsor assets, commitments, benefits, and communications.
- Track sponsorship fulfillment to help ensure partners receive the recognition and engagement opportunities associated with their commitments.
- Participate in team meetings and brainstorming sessions to develop creative sponsorship benefits, partnership activations, and collaboration opportunities.

**Fundraising Campaigns and Special Projects**

- Assist with planning, organizing, and implementing fundraising campaigns and donor engagement initiatives.
- Track campaign activities, fundraising milestones, and progress toward established revenue goals.
- Contribute ideas for creative fundraising approaches, donor engagement opportunities, and new revenue-generating initiatives.
- Support the preparation of campaign communications, fundraising materials, and donor outreach.
- Assist with fundraising events and other development-related projects as needed.
- Collaborate with the Development Director on special projects that support Ascénto's long-term fundraising strategy and organizational growth.

## EDUCATION AND SKILL REQUIREMENTS

To be successful in this role, candidates should demonstrate the following skills and qualifications:

- Strong written and verbal communication skills; bilingual proficiency in English and Spanish is strongly preferred.

- Strong organizational skills, attention to detail, and the ability to manage multiple assignments and deadlines.
- An interest in nonprofit fundraising, philanthropy, business development, marketing, communications, or relationship management.
- Creativity, curiosity, and a willingness to contribute new ideas and approaches.
- An interest in learning about business trends, corporate partnerships, and philanthropic giving.
- Ability to conduct research, organize information, and communicate findings clearly.
- Ability to work independently while collaborating effectively with a team.
- Professionalism and discretion when handling donor information and organizational records.
- Willingness to learn new skills, receive constructive feedback, and take initiative on assigned projects.
- Availability to work approximately 15 hours per week, including scheduled in-person collaboration and occasional event support.

**EDUCATION AND EXPERIENCE**

- Currently enrolled in a college, university, technical school, or professional certification program, preferably in Nonprofit Management, Business Administration, Marketing, Communications, Finance, Public Relations, or a related field.
- Students pursuing technical certifications, associate degrees, bachelor's degrees, or graduate degrees are encouraged to apply.
- Previous professional experience is not required. Relevant coursework, student organization involvement, volunteer experience, or personal projects will be considered.
- Experience with fundraising, event planning, community engagement, customer service, sales, or nonprofit organizations is a plus but not required.
- Interest in nonprofit leadership, Latino communities, economic advancement, and community development is preferred.

**COMPUTER AND TECHNICAL SKILLS**

- Familiarity with Microsoft 365 applications, including Word, Excel, PowerPoint, Outlook, and Teams.
- Basic experience with spreadsheets, data entry, research, and digital file organization.

- Familiarity with CRM platforms, fundraising databases, or donor management systems is a plus but not required.
- Ability to organize and present information clearly through reports, spreadsheets, and written communications.
- Willingness to learn new software, fundraising platforms, and data management tools as needed.

**Working Conditions:** This internship will be performed in a hybrid work environment, combining remote work with scheduled in-person collaboration at Ascénto's Milwaukee office.

- The intern is expected to work approximately 15 hours per week, with a schedule coordinated with the Communications Director to accommodate academic commitments and organizational needs.
- In-person availability on Mondays is preferred for team meetings and collaborative work. Occasional evening or additional in-person availability may be requested for event coverage, photography, and content creation, with advance notice.
- Local travel within the Milwaukee area may be required for events and programming. Scheduling and transportation needs will be discussed with the selected intern.

**Drug Free Workplace:**
The intern is expected to remain free of alcohol and non-prescribed controlled substances in the workplace and comply with Ascénto's Substance Abuse/Drug-Free Workplace policy throughout the internship.

**Disclaimer:**
*The information contained in this job description is intended to describe the general responsibilities, qualifications, and expectations of the position and is not an exhaustive list of duties. Additional responsibilities may be assigned as appropriate to the intern's educational objectives and professional development.*

*Ascénto is committed to providing an inclusive environment consistent with applicable federal, state, and local laws. Reasonable accommodations may be provided to qualified individuals with disabilities.*

**Internship Statement:**
This is an unpaid internship designed to provide a meaningful educational experience

aligned with the intern's academic program, professional interests, and career development goals.

Academic credit may be available depending on the requirements of the intern's college, university, technical school, or certification program. Ascénto is happy to work with the selected intern and their educational institution to coordinate learning objectives, required documentation, evaluations, and other requirements necessary to pursue academic credit.

Throughout the internship, the intern will receive direct supervision, mentorship, and opportunities to develop practical skills in social media management, digital marketing, and nonprofit communications.

This internship does not guarantee future employment with Ascénto.

**How to Apply:**
Interested candidates should submit the following materials via email to info@ascentowi.org no later than November 30, 2026.

- Resume
- Brief cover letter explaining your interest in the internship

Applicants are welcome to submit work created through coursework, technical training, student organizations, or personal projects. Previous professional experience is not required.

**Email Subject: Spring 2027 Fund Development Internship Application**

**Anticipated Start Date:** Spring 2027 semester, based on the selected student's academic calendar.