

# SHAPE Skate Foundation

## **Terms of Reference (TOR): Fundraising & Donor Outreach Intern**

Position Title: Fundraising & Donor Outreach Intern

Location: Washington, D.C. / Hybrid (as needed)

Duration: January – June 2026 (with possible extension)

Type: Unpaid Internship

Time Commitment: Part-time, approximately 10–15 hours per week (flexible schedule)

Supervisor: Executive Director

## **Background**

SHAPE Skate Foundation (SHAPE) empowers Black and brown youth and young adults in the African diaspora and in the U.S. through skateboarding and creative arts. We use these tools to build resilient communities, celebrate African culture, and develop the grit and perseverance needed to overcome adversity. As SHAPE continues to grow its donor base and event portfolio, we are seeking a motivated intern to join our team and gain practical experience in nonprofit fundraising, donor engagement, and event support.

## **Key Responsibilities**

### 1. Donor Outreach & Fundraising Support (January – June 2026)

- Research and identify potential donors, sponsors, and partners aligned with SHAPE's mission.
- Maintain and update the donor/sponsor database.
- Prepare outreach materials: donor briefs, sponsor decks, thank-you letters, and reports.
- Support fundraising follow-ups, meetings, and communications.
- Assist with event logistics and administrative support.

### 2. Event Planning & Gala Preparation (June – August 2026)

- Support the planning of SHAPE's Annual Gala (Fall 2026).
- Coordinate venue research, vendor outreach, sponsorships, and promotions.
- Assist with logistics for summer events and on-site event support.
- Prepare post-event debriefs, sponsorship reports, and lessons-learned documentation.

## **Expected Learning Outcomes**

- Gain hands-on experience in nonprofit fundraising and donor cultivation.
- Build skills in event planning, partnership outreach, and logistics.
- Develop competencies in CRM use, donor communication, and workflow management.
- Strengthen professional communication, teamwork, and adaptability skills.

## **Qualifications**

- Undergraduate/graduate student or recent graduate interested in nonprofit management, fundraising, or communications.
- Business Management and Events Management majors preferred.
- Excellent written and verbal communication skills.
- Strong organizational skills, attention to detail, and ability to manage multiple tasks.
- Passion for social impact, youth empowerment, or skateboarding/creative arts. - Familiarity with Microsoft Office or Google Workspace preferred.

## **Benefits**

- SHAPE-branded merchandise and materials.
- Covered travel and meals for out-of-state events.
- Mentorship and professional development opportunities.
- Hands-on experience contributing to high-impact programs.

## **Termination**

- Based on performance of the intern, Shape Foundation reserves the right to terminate the internship earlier than the noted end date.

## **Application Process**

Interested candidates should send a resume and short cover letter to [volunteer@shapeskatefoundation.org](mailto:volunteer@shapeskatefoundation.org) by December 26, 2025. Please include "Fundraising & Donor Outreach Intern – SHAPE" in the subject line.

## **Reporting & Supervision**

The intern will report to the Executive Director and will receive orientation and regular check-ins to review progress and learning goals.

## **Terms & Conditions**

- This internship does not constitute paid employment or a job guarantee. - Intern must comply with SHAPE policies regarding confidentiality and conduct.

- Out-of-state travel and meals will be covered only for approved events. -  
Schedule and hours will be mutually agreed upon based on event calendar.