



Semester Fellowship: Certified Nonprofit Professional (CNP) Prep

Des Moines, Iowa

Position Description:

Primarily responsibilities include:

- Supporting consultants with creation of campaign materials including case statements, prospect research reports, and volunteer materials.
- Creating content that adds value for clients and the firm, such as website posts on emerging fundraising topics.
- Assisting in volunteer coordination for campaign activities, including follow-ups and donor tracking.
- Contributing to discussions on client strategy and providing operational support for appropriate strategies.
- Updating and providing fresh content for EDEN+ website and social media channels.

Candidates should have:

- Demonstrated desire to pursue a career in fundraising.
- Exceptional written and verbal communication skills.
- Ability to think creatively and communicate new ideas clearly.
- Strong working knowledge of Microsoft Office suite.
- Willingness to learn and take on new responsibilities.

Benefits:

- Exposure to nonprofits of all sizes and causes
- Hands-on guidance and training
- Expand your network and add project work to your professional portfolio
- 560 hours Professional Experience (CNP requirement of 40 hours/week for 14 weeks)

How to Apply: Submit your resume and cover letter to info@edenplus.org

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