



Lutherdale

Position Title: Nonprofit Development & Events Intern
Position Classification: Internship (Part-time, Seasonal)
Supervisor: Business and Development Manager

About Lutherdale

Lutherdale is a faith-based camp, retreat center, and nonprofit organization dedicated to providing life-changing experiences in a Christ-centered environment. The annual Quilt Auction is a major fundraising event, bringing together donors, volunteers, and quilt enthusiasts to support Lutherdale's mission.

Internship Overview

Lutherdale is seeking a motivated and detail-oriented intern to assist with the Lutherdale Quilt Auction. This internship offers hands-on experience in nonprofit event planning, donor engagement, database management, and volunteer coordination. The ideal candidate is organized, tech-savvy, and excited about working in a nonprofit setting.

- Quilt Auction Support:
 - Assist in preparing for the annual quilt auction, including cataloging and organizing quilts.
 - Help coordinate quilt intake, ensuring accurate records of donor information, quilt descriptions, and photos.
 - Support marketing efforts by gathering content for promotional materials, including social media and email campaigns.
 - Help with event logistics, auction setup, and on-site coordination.
- Volunteer Coordination:
 - Maintain and update the volunteer database for the quilt auction.
 - Assist with volunteer recruitment, communication, and scheduling.
 - Create and distribute a volunteer schedule for event-day roles.
 - Ensure volunteers have necessary information and materials for a smooth event experience.
- Data Entry & Management:
 - Enter and maintain quilt information in the database, ensuring accuracy and consistency.
 - Organize donor and auction data for reporting and follow-up communication.
 - Assist with acknowledgement letters and thank-you notes for donors, volunteers, and participants.
- General Nonprofit Support:
 - Assist with administrative tasks related to donor relations, fundraising, and event logistics.
 - Provide occasional support for other Lutherdale events and programs as needed.

Preferred Qualifications

- Strong attention to detail and organizational skills.
- Experience with Microsoft Office, Google Suite, and database systems.
- Ability to manage and coordinate volunteers effectively.
- Strong written and verbal communication skills.
- Comfortable working independently and as part of a team.
- Interest in nonprofit work, event planning, or fundraising.
- Experience with social media and marketing is a plus.

Internship Benefits

- **Paid position** – Competitive hourly wage.
- Gain hands-on experience in nonprofit event coordination, volunteer management, and data entry.
- Work in a supportive, mission-driven environment.
- Flexible schedule with potential for remote work on data entry tasks.
- Internship credit is available (if applicable).

How to Apply

To apply, submit a resume and cover letter to rhonda@lutherdale.org with the subject line "Nonprofit Event Intern Application." Applications will be reviewed on a rolling basis.