



THE BUTTERFLY FOUNDATION

Internship Program

Looking for an internship that will enhance your view of life-
and change you? We have the opportunity for you.

“The Butterfly Foundation is dedicated to supporting people who have suffered a severe loss, illness, or other hardship by empowering them emotionally, spiritually, physically, or financially. We focus on those that don’t have other resources or charities to turn to – by providing services to quickly stabilize their lives”.

For more information, visit www.coloradobutterflyfoundation.org/

OUR VALUES

We aim to empower people to succeed by treating those in need with dignity, integrity, and compassion. We believe in helping people brought down by tragedy rebuild their lives through acts of generosity and caring.

INTERNSHIP PROGRAM OVERVIEW

Our internship program will provide an upper-level undergraduate and graduate-level college students with the opportunity to gain practical experience and knowledge about the non-profit sector. In addition, the intern will be able to work cooperatively with not only our organization, but interact with other non-profit organizations and leaders in the Denver and Colorado communities.

Interns develop both professionally and personally as they contribute to The Butterfly Foundations mission and values. They can use their talents and creative energy to make contributions to our organization and their future careers.

The Butterfly Foundation Internship Program is a professional opportunity requiring a high level of commitment from program participants. We will work closely with the interns to develop a comprehensive portfolio of their experience.

Communications

The BUTTERFLY FOUNDATION marketing/media department oversees and directs the organization’s website and general online presence, newsletters, and media outreach. Intern projects may include:

- Maintain and optimize OUR presence on social networking sites, including Facebook, MySpace, and Twitter

- Develop content and write stories for organizational website, blog, direct mail newsletters, and e-newsletters
- Monitor and reach out to media outlets and reporters after conferring with our Marketing Director and Executive Director.
- Research speaking opportunities for THE BUTTERFLY FOUNDATION executives and prepare proposals
- Update, enhance and create web pages for our website.

Development/Community Relations/Events

The Development/Community relations/Events department focuses on building and maintaining relationships with donors that have interests in supporting our cause. The department also plans at least two large-scale fundraising events each year. Working directly with the Executive Director and Media Relations, an intern may perform the following tasks:

- Assist with planning and coordinating upcoming special events and programs.
- Contribute to planning and preparations for the 2018 Putts 4 Patrick Golf Tournament, which will include research, contact management, guest communications, etc.
- Reach out to and communicate with event sponsors and GIK donors.
- Assist with preparation of nametags, materials, directional signs, gift bags, registration lists, etc.

Grant Development

The Grants department coordinates the pre-award planning, organization, preparation, and the post-award administration of various corporate and foundation grants. An intern in the Grants Department may:

- Aid in grant research and grant database clean-up/review
- Write at least one grant application
- Assist with survey data collection and reviewing it to write a report.
- Create a manual for the survey collection and reporting

If you are interested in interviewing for an Intern Position at The Butterfly Foundation, please contact Deborah Givray:



Deborah Givray

Executive Director

The Butterfly Foundation

p: 720.608.2345

c: 720.471.2566

w: www.coloradobutterfly.org e: dgivray@coloradobutterfly.org

