

Fundraising Research Intern

JOB DESCRIPTION



ABOUT RIFPC

The Rhode Island Food Policy Council (RIFPC) is an independent statewide network with a mission to promote a more equitable, accessible, economically vibrant, and environmentally sustainable food system. We cultivate partnerships, develop and implement high-impact projects, and advocate for good food policy. We center equity in our work, which touches all parts of the food chain – production, harvesting, processing, distribution, consumption/access, and waste management. We operate with a collaborative professional staff, over 200 engaged and diverse council members, and hundreds more stakeholders from across the Ocean State. More information about RIFPC can be found at www.rifoodcouncil.org.

The RI Food Policy Council seeks a part-time paid **Fundraising Research Intern**. The primary objective of the person in this role is to help secure financial support for the RIFPC. Fundraising is essential to RIFPC's ability to continue the projects, programs and initiatives that support our mission. This intern will be a key player in ensuring the financial health and sustainability of the organization.

The ideal candidate for this position will be:

- **Interested in how funders and nonprofits can help each other succeed.** Someone who wants to dive into learning how funder goals and programmatic priorities can be matched to nonprofit missions and visions and understand how philanthropy works to support mission-driven outcomes and impacts.
- **An accountable teammate.** Someone who manages time well, is highly organized, and can be counted on to work either independently or cooperatively. A helpful-in-nature person who enjoys “owning” projects, but understands the importance of checking in and being responsive to the team.
- **An organized and creative thinker.** Someone who is comfortable scanning large amounts of prospective funder information on individual and aggregate websites, matching it against the work laid out in RIFPC's [strategic plan](#), and concisely summarizing potential matches verbally and in spreadsheet format.

The intern reports directly to the Executive Director. They research potential funders, review past RIFPC proposals, and manage funder data. They may be invited to help craft proposals and develop fundraising materials depending on interest and skills. The intern attends weekly virtual and monthly in-person staff meetings, and communicates with the Board of Directors Fundraising Committee and interested Council members as requested.



COMMUNITY FOOD SYSTEMS RESEARCH INTERN JOB DESCRIPTION

This is a part-time position working 10-15 hours per week at \$17.50 per hour. Most work will be conducted remotely and some hours are flexible. There will be virtual meetings during the week, including weekly interaction with the Executive Director. In-person meetings and events may occur at a rate of 1-2 per month. The start date is flexible, initiating in early September 2025 and continuing through mid-December 2025.

RESPONSIBILITIES

- Research prospective funders using individual website and aggregate platform resources
- Analyze findings using materials from the RIFPC 2025-2027 Strategic Plan including objectives and activities
- Document findings clearly using existing spreadsheet and narrative forms

REQUIREMENTS

- Research experience, including internet searches, document analysis, and interviews
- Interest in strategic development, fundraising, and grant writing
- Comfort working and communicating with a broad range of demographically, experientially, and cognitively diverse people
- Excellent organizational skills
- Excellent active listening, verbal and written communication skills
- Experience using Google Drive, Excel, MS Office Suite, Zoom, Basecamp, and other common professional platforms/programs
- High school diploma/GED, some college coursework preferred
- At least 17 years of age
- A US Citizen, U.S. National, or Permanent Resident
- Willingness to undergo a National Criminal History Background Check

Please note: We encourage applications from individuals who believe they possess the key competencies and can demonstrate ability to execute the responsibilities, even if they do not have every listed qualification/skill.

Applicants please send a cover letter and resume to info@rifoodcouncil.org with "Fundraising Research Intern" in the subject line.