

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 **Fundraising Research Intern** reports directly to the **Executive Director for 10-15 hours per week at \$17.50 per hour**. Most work will be conducted remotely and most hours are flexible. There will be virtual meetings throughout the week, with 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, with work initiating in early January and continuing through the mid-May.

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RESPONSIBILITIES

- Research prospective funders using individual websites and aggregate platform resources
- Review past RIFPC proposals and manage funder data
- Analyze findings using materials from the RIFPC 2025-2027 Strategic Plan including objectives and activities
- Document findings clearly using existing spreadsheet and narrative forms
- Help craft proposals and develop fundraising materials as assigned

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
- Located in Rhode Island or Massachusetts
- Experience using Google Drive, MS Office Suite, Zoom, Basecamp, and other common professional platforms/programs
- Knowledge or awareness of the RI and New England food systems preferred
- At least 17 years of age
- A US Citizen, U.S. National, or Permanent Resident and able to provide documentation of citizenship
- 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 the ability to execute the responsibilities, even if you do not have every listed qualification/skill.

Individuals who wish to apply please send: a cover letter and resume to **jobs@rifoodcouncil.org** with “**Fundraising Research Intern**” in the subject line. Applications received before November 13, 2026 will be given preference.