



DEVELOPMENT AND EVENTS INTERN

September 2026 - May 2027

[On-site or Hybrid Opportunity, 8 to 10 hours a week, *Unpaid, Opportunity for School Credit*]

Raising a Reader Massachusetts (RAR-MA, Inc.) is seeking a professional, detail oriented and organized, Development and Events Intern for the Fall and Spring semesters. This is a great opportunity for a student who wants to learn and gain professional experience in fundraising essentials, aid in planning and executing major fundraising events, attend and work at our monthly fundraising events with KISS 108 FM, and understand the inner workings of a nonprofit organization as a member of the Development team. This position requires the candidate to work on-site in our office in Boston's Financial District, in-person at fundraising events around Boston, and remote as needed. This is an excellent opportunity for candidates wanting first-hand experience in event planning and fundraising with an enthusiastic Development team. This internship will start in September 2026 and conclude in May 2027. This is an unpaid internship, **but we will provide what is needed by your institution to allow for class credit/work study status.**

Raising a Reader Massachusetts (RAR-MA) is an early literacy family engagement organization with a mission to close the literacy opportunity gap among children from birth to age six in under-resourced communities by helping families to develop and practice shared home reading habits. RAR-MA's goal is to equip all parents and caregivers to become their child's first teachers, thereby eliminating the opportunity gap that impacts success in their child's K-12 school experience and beyond. Its two primary objectives are to develop children's language and reading readiness skills and to teach families how to build, practice, and grow reading routines with their children.

Responsibilities

- Work alongside the Development team, Event Planner, and Gala Committee in multiple aspects of planning for the signature fundraiser, Dinner with an Author Gala, which will take place on May 6, 2027 at the Mandarin Oriental in Boston
 - **Candidate must be available on May 6, 2027 to help work the gala**
- Assist the Development team fundraise at monthly KISS 108 FM Lisa's Book Club events
 - Events happen in the evening (5:30 - 8 PM) at various locations around Boston; Dates are TBD and are published 2-3 weeks prior to the event
- Aid in the planning and execution of additional fundraising events i.e., Parlor Party in the fall, a family event in the fall, and Emerging Leaders events
- Prepare and submit sponsorship applications and special event license applications
- Conduct outreach to secure in-kind donations
- Support the Development team in general administrative tasks such as but not limited to:
 - Contribute to marketing and communications projects like our monthly newsletter and social media
 - Research potential sponsorship opportunities at the corporate and individual level
 - Assist in the planning, proofing, and mailing of major appeals (fall and spring)
 - Aid in the correspondence and preparation of materials for all events

**Qualifications**

- Currently enrolled in undergraduate or graduate program
- Excellent interpersonal, organizational, verbal/written, and computer skills
- Ability to work independently and proactively as part of a team in a fast-paced environment
- General interest in event planning and fundraising
- Willingness to learn about development and communications strategies
- Proficiency with Google Workspace and Microsoft Office Suite
- Willingness to learn/gain familiarity with CRM platform (Salesforce)
- Familiarity with email marketing software (ConstantContact)
- Experience with social media platforms (Instagram, Facebook, LinkedIn, etc.)

To apply, please email a cover letter and resume to nina@raisingareaderma.org. Please no phone calls. Raising a Reader MA is an equal opportunity employer.