



Events & Partnerships Internship

The Events & Partnerships intern will support the planning, coordination, and execution of key fundraising and community engagement events, as well as assist in cultivating partnerships that expand the reach and impact of Austin Angels and National Angels. This role offers a hands-on opportunity to learn nonprofit event management, donor relations, and partnership development in a mission-driven environment.

1. Requirements:

- Strong organizational and communication skills, with attention to detail.
- Experience in event planning and execution.
- Comfortable working both independently and collaboratively in a fast-paced setting.
- Proficient in Google Workspace (Docs, Sheets) and familiar with Canva or similar design tools.
- Laptop with internet access for remote or hybrid work.

2. Expectations:

- Demonstrate professionalism and reliability in communication and deadlines.
- Maintain a positive, team-oriented attitude aligned with our core values of dignity, community, and excellence.
- Approach all work with curiosity, creativity, and a willingness to learn.

3. Common Intern Tasks

- Assist in planning and executing fundraising events (e.g., Teeing Up for Kids Golf Tournament, Back to School Bash, Donor Appreciation events).
- Support donor cultivation and stewardship by preparing materials, gifts, and thank-you correspondence.
- Research and organize potential event sponsors, vendors, and community partners.
- Help manage event logistics such as guest lists, seating charts, signage, and volunteer coordination.
- Support post-event follow-up including data entry, photo organization, and recap reporting.
- Attend team meetings and contribute creative ideas to enhance event experiences and partnership strategy.

For more information please contact daniela@austinangels.com