

Since 1999, Horizon Academy has been the only accredited program of its kind in the Kansas City area dedicated to providing intensive care in an educational environment where children with learning disabilities from grades 1-12 can experience academic and social success. The overall goal of our program is to provide our students with the skills they need in academics, socialization, organization and self-advocacy and then transition them back to a traditional school setting ready for success.

**Mission:** Horizon Academy empowers students diagnosed with specific learning disabilities to become effective learners and confident self-advocates.

**Vision:** Horizon Academy aspires to be the Midwest's premier school and education center for students with learning disabilities and a leading resource for the community.

As a Development Intern, you will gain valuable skills including assisting with fundraising event planning, grant writing, building donor relations, and database management.

**Responsibilities:**

- Research, write, and submit follow-ups for grants, with guidance from the Development Director.
- Maintain constituent database and learn how to run reports necessary for fundraising.
- Join Development Director on donor meetings to learn how to build donor relationships.
- Assist with fundraising events as needed, which may include soliciting or picking up auction items, following up with sponsors, and/or organizing volunteers.
- Help with mailings as needed, including running mailing lists of donors.

**Qualifications:**

- Demonstrated interest in development or nonprofit management.
- High level of skill in written and verbal communication.
- Responsible, organized and able to meet critical deadlines.
- Go-getter attitude with the ability to work independently once provided with direction.
- Availability to work non-traditional hours (nights and weekends) on occasion.
- Employment is dependent upon the results of a criminal background investigation.
- Valid Driver's License with an acceptable driving record.
- Unpaid internship; requirements will be supported to accommodate course credit needs.