



Development Internship

Job Description

Fundraising interns will assist with our special events & fundraising efforts.

Requirements: The ideal intern must have strong communication, organization, and writing skills. Candidate must have a high energy level, a professional appearance, and a “go-getter” attitude. Candidate must be comfortable speaking on the phone, making cold calls to local organizations, and have a personable and friendly demeanor. Attention to detail and the ability to work in a fast-paced, collaborative environment are critical. The development intern position requires a self-starter with drive and motivation and the ability to work independently with little supervision. Sales and banquet-style event experience a plus.

Schedule and availability: Development intern should be available for a minimum of 20 hours a week. Candidate should have a flexible schedule and be available on occasional evenings and weekends as needed.

Job Duties

- Assisting with all aspects of special events and third-party events
- Data entry utilizing Raisers Edge, Bidpal, and TeamRaiser
- Soliciting auction items
- Assisting with the logistics for all events
- Editing and updating marketing collateral for all events
- Maintaining event websites
- Researching potential donors
- Public Speaking
- Cultivating current donor relationships
- Prospecting and cold calling local organizations
- Marketing events through social media
- Donor recognition
- Maintaining files
- Updating calendar of events

Please **include resume and cover letter** to be considered for this position. **Please note:** this internship is unpaid.

Job Type: Internship, part-time

Pay: \$0.00 per month/ \$0.00 per hour

