



JOB DESCRIPTION
INDIVIDUAL GIVING
INTERN

Position Title: Individual Giving Intern

Department: Development

Reports to: Director, Individual Giving

Salary Grade: Unpaid Intern/Volunteer

Position Overview: Assist the Director of Individual Giving in achieving the long and short-term goals of the Development Department. Provide overall support for the daily operations of the Individual Giving program and provide administrative support.

Major Tasks and Responsibilities:

- In conjunction with the Director, research potential high net worth prospects for major gifts.
- Assist in creating prospect reports and donor profiles for the VP of Development, the CEO and board members.
- Provide support for cultivation events for high net worth donors and prospects.
- Maintain database of all individual donors and prospects and perform the data entry for incoming gifts.
- Plan, help edit, and arrange for production and timely distribution of communications pieces, as needed.

Other Tasks:

- Provide support to other members of the Development team as assigned.
- Other duties and responsibilities as assigned.

Requirements:

- Must be available at least 12-15 hours per week. Preferred ~20 hours a week.
- Some evenings and weekend hours required.
- Proficiency in Microsoft applications, specifically Word and Excel is a must.

Education: Candidate must be at least a junior or senior in college, and have an interest in the non-profit field. Interest in philanthropy, special events and/or fundraising preferred.

Experience/Qualifications:

- Ability to work independently, perform research and synthesize information.
- Ability to communicate in both written and verbal format.
- Ability to work well in a team environment.
- Knowledge of Raisers Edge software a plus.

Last Revised: February 25, 2010