

Development Intern: Supports organizational development efforts, activities, events, and projects, with special emphasis on major events and campaigns. Responsibilities include:

Internal Event Planning and Follow-up for major events

Assist with event planning and follow-up efforts for two of our major events including:

- Outreach to local individuals and businesses for in-kind donations
- Draft event specific materials including lists, forms, invoices, etc.
- Attend events and assist with on-site logistics
- Organization and upkeep of physical files for archive purposes
- Inventory and organization of event supplies

Fundraising Campaign Planning

Assist with research, organization, and execution of our holiday fundraising campaign, including:

- Creating, updating and distributing campaign materials to participants
- Coordination of star sales in booths in area malls – working with volunteers and mall management
- Coordination of star sales in area schools and businesses
- Assist with Outreach for volunteers, especially volunteers to participate in the Corporate Challenge
- Some general administrative duties as appropriate

Essential Duties, Responsibilities, and Skills:

- Ability to learn quickly and be a self-starter
- Excellent organizational and communication skills (both in-person and on the phone)
- Good writing and problem-solving skills
- Proficiency with Microsoft Office Suite (Outlook, Word, Excel, PowerPoint)
- Ability to multi-task and complete projects responsibly
- Work well with staff and all constituents
- Keep a regular attendance schedule (to be finalized between supervisor and the intern,

preference given to those available on Mondays)

Education and/or Experience Requirements:

- Majoring or specific interest in development, fundraising and/or event planning
- Currently enrolled as a college Junior or Senior (or graduate program)
- Some experience in an office or business environment