

INTERNSHIP OPPORTUNITY

Development Intern

TITLE OF INTERNSHIP: **Development Intern**

REPORTS TO: Vice President of Development

GOAL OF PROJECT AND LEARNING OBJECTIVES:

The Development intern will work with the Vice President of Development to establish a communications plan for donors. The intern will also be part of project management for our Board of Directors, helping create a Board manual, tools, and resources. In this role, the intern will gain experience using a Constituent Relationship Management (CRM) platform and will develop an appreciation and understanding for volunteer leadership and volunteer management.

INTERN DUTIES AND RESPONSIBILITIES:

- Establish a communication plan for donors giving \$500 or more annually and help to implement as appropriate
- Organize tools and resources for our Board of Directors manual, making sure documents are updated in the Board Intranet

INTERN REQUIREMENTS AND QUALIFICATIONS:

PREFERRED AREAS OF STUDY/MAJORS: Non-Profit, Other

MINIMUM GPA/CLASS STANDING: 3.0

SKILLS: Fundraising, Development, Project Management

COMPUTER/TECHNOLOGY EXPERIENCE: Basic technology skills

DESIRED HOURS: 16-20 hours/week

TO APPLY:

Send your resume and a cover letter stating why you want to intern with us and what skills make you a great candidate for this internship. Send to kathie@becauseisaidiwould.org with "Internship Application" in the subject line.

20525 Center Ridge Road, Suite 500, Rocky River, OH 44116

216.226.3770

becauseisaidiwould.org

hr@becauseisaidiwould.org

**because
I said
I would.**