Position Description
8/1/16

POSITION TITLE: Donor Relations Intern
DEPARTMENT: Donor Relations
REPORTS TO: Director of Donor Relations
SUPERVISES: No supervisory responsibility

POSITION SUMMARY
This is a temporary, non-benefited position. The individual will be responsible for various functions in the Donor Relations Department. An individual with a positive attitude, strong attention to detail, and demonstration of excellent verbal and written skills is needed. The individual must be able to work independently and manage his/her time well.

ESSENTIAL FUNCTIONS
1. Coordinate student statements for stewardship materials
2. Support planning, implementation, and follow up for donor relations events
3. Identify and research stories of impact from campus for use in social media and video production
4. Assist with stewardship mailing projects
5. Other tasks as assigned

EDUCATION AND EXPERIENCE REQUIREMENTS

Education:
High School Diploma or equivalent is required. Preference shall be given to a 3rd or 4th year undergraduate student or graduate student pursuing a degree in communication, marketing, or a related field.

Experience:
Experience working with events and/or publications preferable.

PHYSICAL REQUIREMENTS
Ability to work for extended periods at computer workstations, including keyboard and visual display terminal. Finger, hand, and wrist dexterity. Ability to see, read, and comprehend written materials. Ability to lift and carry up to 50 pounds

COMPETENCIES
Excellent organizational skills
Attention to detail
Resourceful, dependable, and willing to take initiative
Excellent written and verbal communication skills
Self-motivated and confident
General knowledge of word-processing

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