

## GUIDELINES FOR POSITION

Position:	Development and Special Events Intern
Location:	East Metro – Stillwater
Minimum Qualification:	Undergraduate juniors or seniors, graduate students, and/or non-profit professionals interested in building development and event planning skills and experience
Reports to:	Development Director
Position Purpose:	The Development and Special Events Intern will gain invaluable knowledge and experience related to individual, corporate, and foundation philanthropy; event planning and support; donor and prospect research; and professional writing skills. Interns also gain experience with software including DonorPerfect (donor database).

### **Responsibilities Include:**

- Conducting prospect research on individual, foundation, and corporate donors
- Maintaining donor and grant databases and files, including calendaring deadlines, logging donations, generating and sending donor acknowledgements, logging donor appreciation
- Supporting creation and dissemination of EVOLVE appeals
- Assisting with grant application writing and tracking
- Assisting with researching state and federal regulations regarding donor solicitation and general development efforts
- Assisting with logistics associated with special events, including assisting with creation of invitation list, all logistics, soliciting sponsors, communicating with venue and vendors
- Tracking and evaluating all development efforts

### **An ideal candidate must:**

- Be responsible, flexible, hard-working, ethical, and committed EVOLVE's mission
- Possess a high level of organizational skills and be detail oriented
- Possess solid oral and written communication skills
- Be skilled at a variety of technical skills, e.g., Microsoft Office, DonorPerfect
- Be able to operate standard office equipment (fax, photocopier, etc.)
- Be able to juggle multiple tasks
- Possess an interest in a nonprofit career - particularly development and fundraising
- Consent to a background check and have a current driver's license

**Time commitment:** Minimum 15 hours per week and 3-month commitment, with 6 months desirable.

**Compensation:** This is an unpaid position. There is opportunity for school credit if allowed by the college/university of applicant. Position offers an excellent opportunity to work on substantive projects and can result in a great reference.