



JOB TITLE: Corporate Development Intern, Fall 2017

REPORTS TO: Director, Corporate & Foundation Giving or
Corporate Development Manager

JOB SUMMARY: The Corporate Development Intern will assist the Development department with annual fundraising efforts that include, but are not limited to, cultivating, soliciting and stewarding corporate and foundation donors. Responsibilities will include cause-related marketing projects, donor solicitation and stewardship - all in an effort to raise funds needed to grant wishes.

RESPONSIBILITIES:

- Coordinate donor stewardship that includes, but is not limited to, gathering wish story information for development team members to share with donors, coordinating donor mailings and gifts, etc.
- Responsible for post-event evaluations/acknowledgements
- Assist in securing wish star sponsorships and assist various wish star campaigns
- Responsible for Raiser's Edge database entry for projection action tracking
- Assist in cultivating and managing volunteer/donor relationships
- Provide administrative support for corporate development department
- Performs other duties as needed

DESIRED QUALIFICATIONS:

- Requires excellent project management, customer service, interpersonal, writing and presentation skills, and attention to detail
- Microsoft Office and Outlook, donor database management software desired;
- Minimum of 15-hour work week preferred
- Must be flexible and have the ability to multitask
- Exemplary customer service skills and attitude, poised, knowledgeable, caring professional
- Comfort with cold-calling solicitations
- Excellent computer skills and knowledge of office equipment
- Strong knowledge of standard office protocol and behavior
- Ability to utilize time effectively in a fast paced environment
- Ability to maintain confidential information
- Effective problem solver

DESIRED CORPORATE VALUES:

- Family First
- Team Member/Player
- Honesty and Integrity
- Flexibility, Responsiveness and a Positive Attitude
- Pro-Activity
- Respect

THIS IS AN UNPAID POSITION