

Development and Events Intern Job Description

Position Overview & Basic Function:

The Fundraising and Events Intern works closely with the Director of Development. The Development department exists to identify, cultivate, solicit and steward individuals & companies interested in supporting the Jefferson School African American Heritage Center. This is an excellent opportunity for a highly organized and motivated individual to develop skills in nonprofit development work.

Major Duties and Responsibilities

- Record, track and manage donor information in a secure manner with Neon CRM
- Research and prepare background reports on prospective donors, corporations and foundations
- Prepare reports and presentations
- Assist in donor acknowledgment efforts
- Assist with communication with individual and corporate donors
- Assist with campaign mailings and special projects
- Assist in planning and execution of major fundraising events and activities
- Support staff with logistics associated with special events including assisting with the creation of invitation list, all logistics, soliciting sponsors

Qualifications

- Knowledge of Customer Relationship Software (CRM). Knowledge of Neon One a plus
- Knowledge of iWork and Google Workspace and able to learn new programs quickly
- Ability to multitask, work independently and meet deadlines
- Experience in research
- Discretion working with sensitive information
- Effective verbal and written communication skills, strong interpersonal and organizational skills, and ability to use time and resources effectively to meet job requirements
- Should be organized, self-motivated and a team player

To Apply

In order to be considered, please submit the following items to Advancement@jeffschoolheritagecenter.org

- Your resume
- A cover letter explaining why you are interested in the internship with Jefferson School African American Heritage Center, what skills you would bring, and why you would be a great member of the team!

Part Time: 10-15 hour per week

Application Deadline: ongoing

Start Date: Immediately