



POSITION DESCRIPTION

Title: Development Intern

Department: Development

Reports To: Director of Operations

Status: 10 hrs/wk

Pay: N/A (Volunteer)

Available Hours: Mon.-Fri. 9:30 am - 5:00pm

Start Date: June 2017

Position Description:

The Development Intern is responsible for assisting in administrative aspects of development.

Responsibilities:

- Process donations and prepare acknowledgement letters
- Continually update and correct database records
- Assist in production and mailing of spring and year-end appeal letters

Relationships

- Internal: Maintain close daily contact with club staff (professional and volunteer) to receive and distribute information as needed
- External: Maintain contact with external community groups, businesses, colleges, churches and media outlets

Skills and Knowledge Required

- Some college required (may currently be a student)
- Experience in an administrative position
- A thorough knowledge of Boys & Girls Club's mission, objectives, policies, programs and procedures
- Ability to manage multiple tasks and to develop solutions to problems with limited supervision
- Organized and task oriented
- Proficiency in Microsoft Word, Excel, and Google Suite
- Must possess excellent verbal and written skills

Work Environment

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions; duties are performed throughout the Club, noise level in the work environment will fluctuate from moderate to high.

To apply, please send cover letter and resume to Benay Hicks at bhicks@bgcdoc.org.