



Fundraising Administration Intern **Position Description**

Purpose: Assist with research and administrative projects that help fulfill fundraising needs and annual fundraising goal.

Key Responsibilities:

- Conducts research of potential donors including company's key contacts, charitable giving history, wealth markers, areas of giving, and contact information.
- Conducts research on relationships between prospects and potential board connections.
- Assists with gift processing, including daily gift log, bundling, and mailing gifts to processing center. Provides information to Relationship Manager or Stewardship Volunteer for follow-up.
- Prepare donor presentations using PowerPoint and Word.
- Assists with sending mailings such as event mailings (invitations), disaster solicitation mailings during national disaster, and donor mailings for end-of-year solicitation.
- Provides general office assistance as related to development, including photocopying, as well as assisting with projects and other duties as assigned.

Qualifications:

- Passion for the Red Cross mission and the community
- Ability to work effectively as a member of the Red Cross team
- Knowledge of Red Cross structure, services policies, and procedures
- Knowledge and familiar with using research tools (example: Searching the internet to research donors)
- Ability to communicate effectively, both orally and written
- Well organized, responsible, trustworthy
- Attention to detail
- Able to work in a team
- Ability to multi-task

Time Commitment: 5 hours a week

Training:

- Orientation to the American Red Cross
- On the job instruction and training

Length of Appointment:

- 3 months, renewable

Development Opportunities:

- Attend Red Cross trainings or meetings.
- Gain professional fundraising experience and knowledge with a well-recognized and highly respected non-profit organization.