

## Development Intern, 2019 Job Description

### Who should apply and what skills are needed?

- Juniors and seniors interested in working in a fast-paced environment where they can directly contribute to development efforts of a highly-effective nonprofit organization.
- Experience/interest in volunteering and service along with working in a nonprofit setting.
- Team player, detail-oriented, interested in learning, open to feedback, creative, and hard-working.
- Wallin Education Partners Scholars encouraged to apply

### Timeline

- 10-15 hours/week
- June – August

### Purpose

Support the organization's development efforts with the goal of advancing the mission of Wallin Education Partners through data management, donor acknowledgement, event planning and other tasks.

### Projects

- Perform routine data entry and maintenance, including entering and updating constituent records, processing and acknowledging gifts, and entering communication logs and media to constituent records.
- Manage data entry projects focused on streamlining data collection and maintenance processes.
- Assist in preparation for donor and prospective donor meetings.
- Process gifts and draft gift acknowledgement letters.
- Assist in drafting and submission of introductory letters and grant proposals.
- Assist with alumni activities.
- Event planning.
- Other duties as assigned.

**To apply: Email a cover letter and your resume to: Stela Center, Director of Advancement at [Stela.Center@wallinpartners.org](mailto:Stela.Center@wallinpartners.org) as soon as possible.**