**Title:** Resource Development Intern

**WORKING HOURS:** 20-40 hours per week

**PAY RATE:** (Non-Exempt Employee) stipend position depending on hours worked

**VACATION/SICK DAYS:** Unpaid – number of days to be negotiated

**HOLIDAYS:** Unpaid days off

**BREAKS/LUNCH TIME:** 30 minute break for every 4 hours worked, 60 minute break for every 8 hours

**START/END DATES:** Summer 2019 – 8 week minimum (dates to be negotiated with intern upon hire)

**JOB DESCRIPTION:** The Resource Development Intern manages all activities related to Resource Development as needed for the Boys & Girls Clubs of Bloomington under the direction of the Resource Development Director (RDD).

**SKILLS/KNOWLEDGE REQUIREMENTS:**

* Demonstrates a high degree of initiative, self-direction and a strong independent work ethic.
* Balances and properly prioritizes concurring projects with ease.
* Demonstrates strong written and verbal communication skills.
* Excellent organizational and detail-oriented skills.
* Exhibits professionalism.
* Maintains excellent working relationship with staff, volunteers and public.
* Demonstrates the ability to work with people from diverse racial/cultural/socioeconomic backgrounds.

**ESSENTIAL JOB FUNCTIONS:**

* Takes primary responsibility for the organization’s Resource Development Plan.
* Tracks and monitors Resource Development Plan goals and activities to report to the Board.
* Assist with stewardship and cultivation efforts for organizational donors.
* Works with RDD to create a successful plan for the Corporate Campaign.
* Assist Donor Management Associate (DMA) with donor records in the database including, but not limited to, donor record entry and/or editing, donation record entry, donation and/or donor reporting, etc.
* Administrative work for the RDD acting as a personal assistant which includes, but is not limited to, scheduling meetings, copying, filing, mailings, email monitoring, running errands, etc.
* Work with other Development Interns including Marketing, Grants, Events and the VISTA to manage and organize communications and projects for the RDD and the Executive Director (ED).
* Work with program staff to gather information for the RDD, as needed, for grants, funder reporting, marketing materials, social media, etc.
* Assist with note taking and follow-up for Resource Development and Cultivation & Recruitment Board Committee Meetings and some event committee meetings.
* Assist the Events Coordinator with fundraising events including, but not limited to, marketing, committee work, event logistics, day-of coordination, etc.
* Build positive relationships with staff, volunteers, funders, and community.
* Attend mandatory staff meetings and training sessions.
* Report to Resource Development Director.
* Assume other duties as assigned.

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

* Ability to perform gross and fine motor activities required for typing, writing, simple manipulations such as telephone buttons, computer keyboards, fax machine buttons, etc.
* Ability to work in a professional environment and positively represent organization under various levels of stress.
* Ability to work on multiple projects and prioritize effectively.
* Visual acuity for accurate reading, typing, filing and use of computer screen.
* Ability to work at a rapid pace and where frequent interruptions and changes in plans or deadlines may occur.
* Hearing is needed for purposes of business related phone communications, public broadcasts, answering incoming phone calls, etc.
* Ability to bend, twist, reach, stoop, squat for filing and retrieval of stored files and supplies.

**DISCLAIMER:**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.