



## JOB DESCRIPTION

[www.bgcbloomington.org](http://www.bgcbloomington.org)

#812.332.5311

## Cultivation & Stewardship Intern

WORKING HOURS: negotiable – between 10-15 hours per week

PAY RATE: (Intern - Stipend) rate dependent on experience and hours agreed upon

VACATION/SICK DAYS: Unpaid

HOLIDAYS: Unpaid

START DATE: September 2019

END DATE: May 2020

### JOB FUNCTIONS:

1. Donor & Gift Tracking
  - a. Work with staff to generate thank you gifts for donors and track touches
  - b. According to established guidelines, input information into the database, including address updates, new prospect/donor information, gift information, call report data, event participation, notes, etc.
  - c. Update donor files (hard and electronic) as appropriate.
  - d. Enter gifts into donor database, ensure that all are coded correctly according to campaign, purpose, gift amount, and any restrictions or reporting requirements that may apply.
  - e. Generate acknowledgements, thank you letters, receipts, invoices, pledge letters, etc. for all donor gifts including in-kind.
2. Events
  - a. Deliver gifts to donors.
  - b. Assist staff with the planning and execution of special events geared toward thanking donors that support the Clubs.
  - c. Work events day-of.
  - d. May work with event vendors or corporations for community partnerships or events.
  - e. Work with staff to execute all community outreach and partnership events such as Lemonade Day, the Father Daughter Dance and Hoops Hysteria.
    - i. Volunteer management
    - ii. Tabling
    - iii. Enrollment recruitment
    - iv. Member sign-ups
    - v. Marketing
    - vi. In-kind solicitations
3. Help develop and implement smooth business operations of the Development Office.
  - a. Complete Development Department copying and filing.

- b. Provide spreadsheet and word processing support on donor records, files, and statistics, if needed.
4. Other Development related duties as assigned.

**SKILLS/KNOWLEDGE REQUIREMENTS:**

1. Demonstrates strong organizational skills. Must be very well organized and able to work on and switch easily between multiple un-related tasks in one shift.
2. Strong verbal communication skills. Feels comfortable talking with community members, donors and vendors in person and over the phone.
3. Excellent writing skills.
4. Exhibits professionalism.
5. Maintains excellent working relationship with staff, volunteers and public.
6. Must be able to demonstrate ability to work with people from diverse racial/cultural/socioeconomic backgrounds.

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

1. Ability to perform gross and fine motor activities required for typing, writing, simple manipulations such as telephone buttons, computer keyboards, fax machine buttons, etc.
2. Ability to work in a professional environment and positively represent organization under various levels of stress.
3. Ability to work on multiple projects and prioritize effectively.
4. Visual acuity for accurate reading, typing, filing and use of computer screen.
5. Ability to work at a rapid pace and where frequent interruptions and changes in plans or deadlines may occur.
6. Hearing is needed for purposes of business related phone communications, public broadcasts, answering incoming phone calls, etc.
7. 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.