



## JOB DESCRIPTION

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

#812.332.5311

## Resource Development Intern

WORKING HOURS: negotiable – between 20-40 hours per week

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

VACATION/SICK DAYS: Unpaid

HOLIDAYS: Unpaid

START DATE: roughly May 2020

END DATE: roughly August 2020

### JOB DESCRIPTION:

### SKILLS/KNOWLEDGE REQUIREMENTS:

1. Demonstrates a high degree of initiative, self-direction and a strong independent work ethic.
2. Demonstrates strong organizational and communication skills.
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.

### ESSENTIAL JOB FUNCTIONS:

1. 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.
2. Update donor files (hard and electronic) as appropriate.
3. 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.
4. Generate acknowledgements, thank you letters, receipts, invoices, pledge letters, etc. for all donor gifts including in-kind.
5. Help develop and implement smooth business operations of the Development Office.
6. Complete Development Department copying and filing.
7. Provide spreadsheet and word processing support on donor records, files, and statistics, if needed.
8. Assists with events and activities needed for Resource Development.
9. Other Development related duties as assigned.

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.

**Interested? Send Resume and Cover Letter to Resource Development Director, Leslie Abshier, at [labshier@bgcbloomington.org](mailto:labshier@bgcbloomington.org).**