



Resource Development Cultivation Internship

UNIT/LOCATION: Kenworthy Administration Center (803 N. Monroe Street, Bloomington, IN 47402)

SUPERVISOR: Ashley Wesley, Donor Relations Director

WORKING HOURS: 10-15 hrs/week

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

DATES: Fall 2021

JOB DESCRIPTION: The Resource Development Cultivation Intern will assist in the offices of the Boys and Girls Clubs of Bloomington with current fundraising campaigns, stewardship and cultivation efforts, and the management of the donor database system, Bloomerang. Duties include preparing materials for presentations and distribution, collecting and processing pledges and donations, working in database system, running reports, segmenting donors, and additional duties as assigned. Additional duties can include event support, development of marketing materials and cultivation pieces, and administrative support as required. Shadowing experiences will be available with our resource development professionals. This is an excellent internship opportunity for any student who hopes to pursue a career in fundraising for nonprofits, customer relationship management, stewardship and cultivation.

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, activities, and cultivation efforts as 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.

**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.*

Boys & Girls Clubs of Bloomington is an Equal Opportunity Employer

Send your resume and letter of interest to:

Ashley Wesley, Donor Relations Director

awesley@bgcbloomington.org

and

jobs@bgcbloomington.org

Boys and Girls Clubs of Bloomington

PO Box 1716

Bloomington, IN 47402

Contact Ashley Wesley with questions regarding this position.

765-618-6803