



Fund Development Assistant Intern Job Description

Overview:

The Haven Home provides housing and programs for pregnant and parenting women with children under age 5. We are in the Slavic Village neighborhood. If you are passionate about making a difference, then we want to talk to you.

Responsibilities:

- Assist with event planning and execution, including soliciting businesses for in-kind donations, promoting ticket sales and coordinating social media.
- Assist in maintaining the accuracy of the donor database. Make sure all organizations have correct contact information and website is linked to profile. Verify all individual constituent's addresses.
- Upload any photos taken to OneDrive
- Maintains sensitivity to confidential matters in receiving and relaying messages, maintaining calendars, and making appointments.
- Work closely with Executive Director and Fund Development Manager and other staff.

Skills needed:

- Strong skills in Microsoft Office programs, such as Word and Excel.
- Attention to detail.
- Ability to prioritize multiple projects and meet deadlines.
- Good communication skills, both verbal and written.

Compensation: \$14.00 per hour

A flexible work schedule is available with some remote work available.

Interested parties should contact Cindy Rios, Executive Director
cindy@thehavenhome.org