



Job Description

Job Title: Development Intern	Staff (approx): 0	Nonexempt: PRN
Department: Institutional Relations and Development	Responsible for Operating Budget of:\$ 0	Financial Impact/Dollars Influenced:\$ 0
Reports to: Manager or Director	Date Prepared: 2024	
<p><u>Position Summary/Essential Duties:</u></p> <p>The Development Intern supports the Office of Institutional Relations & Development with the execution of projects for fundraising events, donor relations, stewardship, and communications.</p> <ul style="list-style-type: none"> • Assist in the planning and execution of development events and programs • Assist in the production of communication materials and presentations • Analyze and organize data for specific projects • Work closely with experienced development professionals to become familiar with various aspects of a development office • Other special projects as assigned 		
<p><u>Education/Expertise:</u> Sophomore, Junior or Senior year of Bachelors Degree program or pursuing Masters Degree.</p> <p><u>Required Credentials, Licensure or Certification (i.e. RN, RRT):</u></p>	<p><u>Experience & Knowledge:</u></p> <p><u>Special Skills & Equipment Knowledge:</u> Proficient PC skills, including MS Office products. Familiar with operation of standard office equipment. Working knowledge of internet search engines.</p>	