



The Historic Gateway Neighborhood Corporation (HGNC) is a non-profit community development corporation located in downtown Cleveland. HGNC's mission is to promote the continuing re-development of a unique, historic district in downtown Cleveland into a vibrant commercial, entertainment, and residential neighborhood.

## **JOB DESCRIPTION**

**Position:** Nonprofit Database Management Intern

**Location:** 1010 Euclid Avenue, Suite 300, Cleveland, Ohio 44115

**Status:** Paid, 10-15 hours per week

**Duration:** Fall Semester 2018

**Reports To:** Program and Marketing Manager

### **Responsibilities:**

- Assist in transition to new fundraising and donor management software
- Categorize and create profiles for HGNC's existing donors, stakeholders, property owners, and volunteers
- Update database management processes and procedures
- Work with staff to ensure an understanding of the new system
- Meet with other nonprofits in shared office space to discuss donor management strategies
- Perform all other duties as assigned

### **Qualifications:**

- Currently enrolled in Bachelor's degree program or higher in business, communications, nonprofit management, or related field
- Interest in nonprofit development
- Extremely organized and detail-oriented
- Proficient with Microsoft Office, particularly Excel
- Experience with Little Green Light or related donor management software preferred, but not required

Please send resume and cover letter to [krush@historicgateway.org](mailto:krush@historicgateway.org). Position open until filled.