

**JOB TITLE:** Development Intern (unpaid)

**REPORTS TO:** Strategic Gifts Manager

**DEPARTMENT:** External Affairs

**LOCATION:** Greater Cleveland Food Bank, 15500 South Waterloo Rd., Cleveland, Ohio 44110

**DATE:** August 18, 2016



**Greater Cleveland  
Food Bank**

**POSITION SUMMARY:** Support programs and activities to raise funds for the Greater Cleveland Food Bank.

**RESPONSIBILITIES:**

**Assist with the coordination of donor solicitation strategies**

- Conduct research and analysis of potential donors and draft research profiles.
- Assist Development staff in securing auction items/raffle items for GCFB events
- Prepare donor packets for, and follow up on, donor visits with Development staff.

**Support the Development staff**

- Assist with special projects and donor visit preparation.
- Assist with development mailings and filing.
- Assist in planning donor events and other activities.
- Assist in writing donor letters.

**Assist with the coordination of communications strategies**

- Contribute to writing donor acknowledgment letters, print communications, and donor cultivation pieces.
- Assist with creating development department reports and written materials including online content and email updates.

**MINIMUM QUALIFICATIONS:**

- Excellent writing, research, and organizational skills
- Proficiency in Microsoft Office
- Ability to quickly master donor database software, particularly The Raiser's Edge software.
- Commitment to addressing issues of food insecurity

**ADDITIONAL DESIRABLE QUALIFICATIONS:**

- Self-motivated and detail-oriented with a strong work ethic and willingness to learn
- Dependability, flexibility, and ability to maintain confidentiality
- Professional demeanor

**ESSENTIAL FUNCTIONS:**

- Ability to work up to 15 hours per week within business hours (8:00 a.m.-4:30 p.m., Monday-Friday)
- Communicating effectively with people in person, and via telephone, fax, and email
- Using a computer to create written communication

For additional information, please contact Mary LaVigne-Butler, Strategic Gifts Manager at [mlavignebutler@clevelandfoodbank.org](mailto:mlavignebutler@clevelandfoodbank.org) or 216-738-7271. Candidates will be asked to submit a current resume.