

HBH Development Department Internship

JOB TITLE:

Fundraising and Development Intern

JOB DUTIES AND RESPONSIBILITIES:

- Opportunity to learn about individual, corporate, foundation, and event fundraising
- Assist Development Associate in development of Peer-to-Peer fundraising program
- Assist in general donor stewardship
- Help maintain and update donor database
- Assist Development staff in organizing day-to-day communications with individual and corporate donors
- Assist Development staff in event planning and coordination
- Research projects, prospects, and initiatives for the Development team
- Draft profiles of prospective donors for Development team
- Research grant and sponsorship opportunities and assist with grant preparation
- Assist with auxiliary council member programming and communications
- Special projects as interest and time allow.

ADDITIONAL INFORMATION:

- Geared towards students who are enrolled in an undergraduate or graduate degree program
- Applicants should have a working understanding of computers/laptops; emails and e-mail etiquette; Outlook; Microsoft Office Suite; database experience a plus
- This is a hybrid internship – you will be in office two days a week
- Apply here:
<https://app.smartsheet.com/b/form/23c1ded13d634e45b155d1bd2a3002ed>
- There are two positions available – applications are accepted on a rolling basis

Posted: 4/11/2023

Deadline: Rolling basis

Start date: Summer 2023