



Development Intern/Volunteer

The Development Intern/Volunteer works directly with the Development Manager in Community Action Council's Office of Planning, Communications and Advancement. The position assists with all aspects of fundraising, including special events planning and execution, donor communications, prospect research, data entry and database management, and other projects as needed.

Job Description:

- Work closely with the Development Manager to coordinate special events, including P.R.E.P. Talks, Tie the Knot, A Summer Soirée and others as assigned.
- Work closely with the Communications Manager to coordinate and create a community resource tool
- Actively seek silent auction items from the local business community.
- Contact donors and sponsors as assigned to support fundraising activities including coordination of the twice-annual "Thank-a-Thon" phone blitz.
- Research potential donors and sponsors, and assist with on-and off-site donor cultivation.
- Assist with development of fundraising materials including solicitations, case statements, letters, etc.
- Accurately enter and track gifts in the Council's constituent database.
- Respond timely to financial and in-kind donations.
- Other duties as assigned.

Qualifications:

- Serious interest in fundraising, event planning, and nonprofit organizations
- Innovative ideas with ability to implement and execute
- Excellent written and oral communication skills
- Experience with Microsoft Office including Word, Excel, and Power-Point
- Strong organizational and time management skills and attention to detail
- Some experience with database management and data entry
- Experience with public speaking and presentations
- Availability for occasional evening and weekend meetings and events
- Understanding of and commitment to efforts to help people with low-income work toward economic independence
- Access to reliable, personal transportation

Compensation:

The intern/volunteer will be reimbursed for any travel mileage or miscellaneous expenses incurred while working.

Other:

Immediate opening.

Hours and days are flexible, but the position will require a minimum commitment of 10 hours per week between 9:30-5:00 Monday through Friday. Beginning and ending dates for internship are negotiable but a minimum of 8 weeks will be required.

Contact:

To apply for the Development Internship or volunteer opportunity please send a resume, writing sample, and cover letter explaining why you are interested in the position. Materials may be sent to the address below or e-mailed to cheryl.weiss@commaction.org immediately. No phone calls please.

Community Action Council
Office of Planning, Communications, and Advancement
c/o Development Intern/ Volunteer
P.O. Box 11610
Lexington, KY 40576