

INTERN JOB/DUTIES DESCRIPTION

TITLE:	Development Department Intern
SUPERVISOR:	Laurie Elliott Krajna, Chief Development Officer
DESCRIPTION/SUMMARY /GOAL:	<p>Work with Development Staff on special events, grants and general fundraising activities. This internship provides an opportunity to use skills acquired in college course work, including communication, research & writing while working with fundraising professionals in a field that is growing rapidly and offers diverse employment opportunities. A broad range of hands-on work experience is involved. The intern will assume progressive responsibilities, refine skills and work with a number of leaders in the WNY community, making contacts in the field.</p> <p>This internship may be customized and/or focused to meet specific candidate goals and objectives, based on the needs of the department. (i.e. – a concentration in any given area: grants, annual fund, special events, etc)</p>
QUALIFICATIONS:	Excellent writing, organizational and verbal communication skills; excellent computer skills; individual must demonstrate a high level of initiative and self-motivation; ability to work with staff at all levels within the organization; excellent customer/donor relations skills.
REQUIREMENT:	Third and Fourth year college students or Masters students pursuing Marketing, Communications or Fundraising degrees.
OTHER NOTES:	