

Job Description Resource Development Intern (Non-paid) Spring 2019



Position:	Resource Development Intern
Reports to & supervised by:	Development Director
Status:	Unpaid Internship, Part-time
Hours per week:	8-12 hours per week

Position summary

The Resource Development and Marketing Office of United Way of Williamson County is seeking an amazing intern to assist with fundraising and communications tasks. When you join the team, you will assist with our annual Amplify Austin fundraising campaign, donor relations, data entry, special events and more.

You may also be asked to assist in various projects and events for other United Way of Williamson County initiatives such as community impact work or volunteer events.

This position demands a high-level of discretion and respect for donor information. You will be required to sign a confidentiality agreement. While this is an unpaid internship, we do employ fun, passionate staff members and we have great snacks.

Responsibilities

If offered this position, you will be primarily responsible for implementing our annual Amplify Austin fundraising appeal. This 24-hour community-wide fundraising appeal will take place on February 28, 2019. Additionally, you will assist with the planning and implementation our spring gala at the end of March, as well as other resource development duties as assigned.

Duties may include the following:

- Work with the Resource Development staff to create, coordinate and implement the plan for Amplify Austin fundraising campaign.
- Assist with the planning, preparation, marketing, implementation, evaluation and follow up of spring events and fundraising activities as needed.
- Assist with entering donor information into our database (as requested.)
- Assist with prospect research efforts for current and potential donors.

What we are looking for in an intern:

- We need someone who is passionate about helping their community and joining the fight for the health, education and financial stability of our community. Sometimes that means helping with other tasks and duties as necessary.

- We are looking for an intern who has experience working in a professional setting and is comfortable working with variety of personality types.
- We need someone who can solve problems, take the initiative, ask questions, work independently, and know when to ask for direction or help from staff.
- We need someone who can create a plan, implement it, and follow it through to completion. If you are well organized and have excellent attention to detail that's even better.
- We are holding out for someone with amazing communication skills. This includes being able to write in complete sentences with accurate spelling and grammar, as well as excellent verbal and interpersonal skills. You must know the difference between communicating in a professional setting versus snapchatting with friends.
- On that note, we need you to be proficient in writing BUSINESS content for social media platforms including Facebook, Twitter, Instagram, Snapchat, Pinterest, Canva, and Hootsuite. If you have experience with analytics and data collection on social media platforms, be sure to mention that. It's not necessary, but would be awesome.
- We want you to contribute to a cooperative, respectful and positive work environment.
- You must be a student at an accredited university pursuing either a bachelor's or a master's degree to be considered for this internship.

Physical requirements

This position requires sitting for extended periods of time while on the computer and telephone, bending to file, lifting approximately 20 pounds and occasional out-of-office public contact. Reliable transportation is necessary (and always a good idea).

Additional information:

This job description has been designed to indicate the general nature and level of the work and may not list all duties.

This position does not guarantee future employment at United Way of Williamson County.

Academic Credit

If you want to receive academic credit for this internship, you will need to be responsible for all arrangements with your school. This includes providing all necessary documentation and paperwork to receive academic credit. You must provide all instructions, paperwork, requirements and deadlines to the Director of Resource Development and Marketing to receive credit.

To apply for this Internship, email the following to Laurie Garza, Director of Resource Development and Marketing at laurie@unitedway-wc.org:

- *Resume*
- *Names and contact information for 3 references (at least 1 professional reference)*
- *Cover letter including why you want to intern at United Way and what you hope to get out of this internship*
- *A writing sample*