

## Fund Development Intern Job Description

The CAN Council Great Lakes Bay Region's mission is to "build communities where children are free from abuse and neglect." This is being achieved through innovative programming, comprehensive services, and effective collaborations enriching generations to come.

This is an ideal experience for those pursuing a career in Non-Profit Administration specifically Development and Fundraising, Events, or Sales, although we welcome all interested and qualified applicants.

The Fund Development Intern would be a member of the Administrative team at the CAN Council reporting to the Resource Development Manager. Assisting with all efforts related to fund development, donor stewardship, special events, acquisitions, and community relationships.

The position is open to third or fourth year undergraduate or graduate students. Experience working or volunteering for a non-profit, development or sales, marketing/communications, data records management, and/or business is preferred. To be a successful Fund Development Intern you must enjoy practicing gratitude and building relationships, have excellent oral and written communication skills, and have the ability to balance multiple responsibilities in an organized fashion.

### Responsibilities:

- Must have a passion for the mission of the CAN Council
- Assist in gift entry and donor records management; run reports and conduct mail merges; prepare and send donor correspondence and acknowledgements
- Support ongoing cultivation activities to engage donors (*collecting impact stories, assisting in facility tours, etc.*)
- Communicate with current and prospective donors (*individual and corporate*)
- Conduct prospect research for fundraising events
- Assist in planning and coordination of fundraising events
- Research donor prospects and cultivation initiatives
- Provide general administrative support (*answering phones, greeting customers, filing*)
- Assist in preparing donation requests, presentations and follow up
- Special development projects as assigned

### Requirements:

- 18 year of age or older
- Pass a background check
- Excellent interpersonal skills and phone/e-mail etiquette
- Detail-oriented
- Required knowledge of Word, Excel, PowerPoint, and Outlook
- Ability to work with databases and/or record management systems
- Familiar with using office equipment such as a scanner, copier, and phones

If you feel you meet these requirements and have a go-getter personality, please apply online: [cancouncil.org/volunteer](http://cancouncil.org/volunteer) or e-mail Katie Bell, Volunteer Coordinator, at: [kbell@cancouncil.org](mailto:kbell@cancouncil.org).