



INTERNSHIP DESCRIPTION

- Internship Title:** Fundraising Intern, Development Department
- Reports To:** Volunteer Director (for site supervision);
Development Coordinator (for position duties and oversight)
- Classification:** Intern, unpaid

Summary

Interns are expected to demonstrate a commitment to the RCC's mission and raise awareness of our work in the community. The Fundraising Intern will work under the Development Department, in collaboration with the Grant Writer, Development Coordinator, and Development Committee to conduct fundraising activities to increase and diversify funding streams to benefit the organization and ensure the ability of programs to serve the mission. She/he's primary role will be to assist in planning and facilitating fundraising events, recording income and contact information according to organizational standards, and assist as needed in all aspects of development. The Fundraising Intern is subject to work extended hours and weekends when required for event purposes.

Responsibilities

- Maintain knowledge of sexual violence, primary prevention principles, RCC programs, and conduct activities with a trauma-informed approach
- Assist Development Coordinator in planning and facilitating fundraising events both online and in-person
- Record, track and manage donor information in a secure manner
- Work with Education and Outreach department to maximize fundraising opportunities at all table events
- Assist in donor acknowledgment efforts
- Assist in grant research and grant writing
- Provide weekly and monthly reports in timely manner
- Participate in staff meetings
- Other duties as assigned by the Development Coordinator

Qualifications

- Seeking Bachelor's or Master's degree in Communications, English, Business Administration, or equivalent experience.
- Effective communication skills with individuals from culturally diverse backgrounds
- Sensitivity to the needs of victims of crime
- Strong oral and paperwork skills
- Driver's License with clear record

- Fundraising experience

Preferred

- Experience in nonprofit development
- Social Media experience

Special Projects

In addition to completing the minimum requirements listed above, interns who would like to deepen their involvement with the agency are encouraged to collaborate with a staff member to develop a special project. Each project will be expected to meet program needs while allowing an intern to pursue individual interests and goals related to the RCC's mission.

Physical Requirements & Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Moderate – Lifting, pulling, pushing up to 25 pounds, assisting and/or helping lift items or awkward weights. Some bending/stooping, reaching above/below waist, lifting, walking, standing, kneeling, pushing/pulling movements.

Following are necessary to do this position tasks: seeing, hearing, talking.