

POSITION DESCRIPTION

Job Title: Advancement Intern
Hours per week: 15-20 hours

Summary: ICCF is seeking a qualified intern to contribute to and work within the Advancement team. The Advancement Intern position provides a unique learning opportunity for those interested in non-profit fund development and management. This opportunity will offer a well-rounded experience including managing and cultivating relationships with volunteers and donors, working with the donor database, grant writing, administration, and event planning.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Assist with donor correspondence and management
- Assist with donor database input and management
- Assist volunteer coordination including tracking, orientation materials, scheduling, and oversight
- Assist with volunteer database management
- Assist with grant research, writing/editing
- Assist with general administrative functions or the Advancement team
- Assist with event coordination through planning and execution

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Applicants currently in college or graduated programs in Non-Profit Management, Public Relations, Event Planning, Social Work, or Communications are encouraged to apply.

Application Instructions

Please submit your resume and cover letter to hr@iccf.org.

Application Deadline for Summer Internship: June 14, 2019

Application Deadline for Fall Internship: July 31, 2019