



FUNDRAISING & DEVELOPMENT INTERN

GOAL OF POSITION:

Under the leadership of the Executive Director of The Mix, the Fundraising & Development Intern will provide assistance in the specific areas of fundraising, development, communications, public relations, community outreach, and event planning.

THE FUNDRAISING AND DEVELOPMENT INTERN MUST BE:

- Willing to sign The Mix Statement of Faith.
- Have a passion for the mission of The Mix and fully support the organization's core values.

RESPONSIBILITIES WILL INCLUDE, BUT NOT LIMITED TO:

1. Assist the Development Team with building and cultivating donor relationships.
2. Communicating with donors in person, over the phone, and in writing.
3. Database management - tracking of donor contacts.
4. Work collaboratively with the development team on local content and support for website and social media.
5. Provide administrative support to the development team and volunteers by assisting in ongoing special fundraising event planning and activities.
6. Build impactful relationships with staff, students and volunteers during programs.
7. Assist in developing timelines and systems to improve the distribution of materials and effectively manage tasks for fundraising events and programs.
8. Attend meetings, networking events and speaking opportunities.

9. Assist with the quarterly newsletter, including content and writing.
10. Other duties as assigned by the Executive Director.

MUST POSSESS:

1. Strong understanding of preventative care and importance of proactive approach to social services.
2. The ability to work well with individuals and groups of students in a fast-paced and highly detail-oriented environment.
3. The ability to work independently and with a team to meet deadlines and complete all tasks with excellence and with minimal management.
4. A friendly, responsive, and patient demeanor and outgoing personality.
5. Sensitivity to different opinions and adaptability to various personalities.
6. Strong communication and interpersonal skills, including both writing and verbal.
7. Personal and professional integrity. Committed to excellence.
8. Clear and creative thinking.
9. Strong organizational skills.
10. The ability to lift more than 15 to 20 pounds.

SUCCESSFUL INTERNSHIP/PARTNERSHIP:

It is the desire of The Mix, through our internship program, for each intern to experience hands-on training in a career area of interest and develop practical leadership skills for the future. We encourage interns to:

1. Set personal goals for what he/she would like to accomplish during their internship.
2. Have regular informational meetings with staff.
3. Tackle all tasks with enthusiasm, humility, and a positive attitude.
4. Take advantage of opportunities to learn more about the organization.
5. Gain exposure to new ideas and people (network).
6. Not be afraid of asking questions.
7. Take initiative.

