

RESOURCE DEVELOPMENT INTERNSHIP

FALL 2016

An out of the box, give back, impress yourself, change the world you live in, internship.

SUMMARY

United Way of the Valley & Greater Utica Area is seeking an intern to learn about strategic efforts to engage donors and raise funds. Master the art of fund-raising while making your community a better place.

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO

- Review resource development plans and update strategies for 2016 campaign
- Work with development staff to develop new solicitation strategies, track donation data and generate gift acknowledgments
- Research and develop local company profiles to solicit new donations and segment donor base
- Participate in campaign events, marketing and gratitude efforts (Day of Thanks, if applicable).
- Contribute to the formation and implementation of Student United Way

REQUIREMENTS

- A passion for the community and a commitment to helping it improve
- Excellent communication skills, both oral and written
- Internet research skills required
- Knowledge of Mac, Microsoft, and Database Programs
- Ability to work some evenings and weekends
- Valid Driver's License and Reliable Transportation

to apply

email resume and cover letter to
kerik@unitedwayvgu.org

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