

Part Time Development Coordinator

PURPOSE

To further the mission of Youth Challenge by assisting with the management and execution of development activities.

Position Description

Youth Challenge is seeking a current college student, current graduate student, or recent college graduate who is interested in serving as an intern and providing a wide range of database, research, administrative, and general support to Youth Challenge's development team. In return, Youth Challenge will provide a stipend and an opportunity for the intern to gain experience in and familiarity with areas such as fundraising, philanthropy, and the day-to-day operations of a nonprofit organization with a national reach. The Development Intern will report to the Executive Director.

Assigned Tasks

- Regular interaction with Donor Management System
 - o Enter Donor information
 - o Pull reports to share with leadership
 - o Conduct research on potential supporters
 - o Evaluate database with leadership to identify opportunities
- Interact through Social Media on behalf of Youth Challenge
- Provide correspondence to donors
- Assist in the execution of donor events
- Other duties as assigned by management

Qualifications

- Strong writing and research abilities.
- Desire to learn more about fundraising and non-profit management.
- Knowledge of Microsoft Office applications.
- Experience with Social Media is a plus
- Experience with databases is a plus.
- Good interpersonal skills and attention to detail.
- Knowledge of the Teen Challenge story
- Unimpeachable ethical standards and personal integrity.

Hours

The intern is requested to commit 8-16 hours weekly at the Administrative Office of Youth Challenge.

Contact: Travis Hall at 757.244.1234 or travis.hall@youthchallengehope.org to apply