

Job Title: Resource Development Intern

Department: Resource Development

Status: Unpaid

Immediate Supervisor: Director of Workplace Campaigns

Education: Currently Attending College

Job Related Experience: None required

Physical Requirements: Ability to lift up to 25 lbs and occasionally up to 50 lbs

Basic Job Summary:

United Way of Central Minnesota is focused on creating measurable results in the areas of Basic Needs and Education. We seek a motivated, detail-oriented, self-starter with an interest in non-profit fundraising who can work well with others and fill an integral role in our Resource Development department. This position will be supervised with direction from RD staff. This is an unpaid position.

Responsibilities

- Conduct research and compile information for Resource Development
- Provide support for volunteer training sessions and campaign, including materials assembly.
- Assist all members of the department in conducting large-scale mailings to potential donors as needed.
- Safeguard the confidentiality of donor information at all times.
- Perform other tasks as assigned.

Commitment

This internship has a time commitment of 15-20 hours per week during regular business hours. A specific schedule will be confirmed with the intern upon selection.

Qualifications

- Interest in fundraising and the non-profit sector.
- Extensive computer skills, including Microsoft office software, searching on-line databases.
- Detail-oriented and organized with strong written and verbal communication skills.
- A commitment to professional ethics and ability to handle sensitive and confidential information.
- Demonstrated ability to work individually and in a team environment and meet goals in a timely manner.
- Punctuality and dependability.

Benefits

- Hands-on training and close collaboration with a leading non-profit in a positive work environment.
- Opportunity to learn business skills, makes contacts in the community, and acquires experience that is great on your resume.
- A progressive management style that allows interns to take on a great deal of responsibility and provides a supportive, stimulating work experience.
- Inclusion in RD team meetings, campaign activities and everyday workplace fun.
- Reference letter will be provided upon request.

How to Apply

Please submit resume and cover letter to (email preferred):

Jessica Houle, Director of Workplace Campaigns

jhoule@unitedwayhelps.org

(320) 223-7989 (direct)

3001 Clearwater Road, Suite 201

St. Cloud, MN 56301

www.unitedwayhelps.org