

# Development / Special Events Internship

Unpaid Internship

Runs concurrent to schools semester – Offered during the Spring, Summer, and Fall.

Minimum 5 hours a week, Maximum of 20 hours a week

Location: Downtown Tulsa

## Internship Description:

At Emergency Infant Services, we strive to achieve a hands on work environment for our internship program. The Development Intern will work closely with the Development Team. The ideal candidate will have an interest in fundraising for the nonprofit sector. Assignments are expected to be carried out under limited supervision within the office.

You can expect to develop confidence and marketable skills by engaging in or assisting with many of the following activities:

- Donor stewardship.
- Data management.
- Special events planning and management.

## Essential Internship Functions:

The functions outlined in this unpaid internship description are examples of the general nature of those performed by interns in this position. Any combination of these functions and responsibilities may be performed. This list is descriptive only and should be used for no other purpose. Management retains the right to revise intern functions at any time. These functions are not to be considered as exclusive or all inclusive.

- Assist with the donor acknowledgement process.
- Inputting data into donor database.
- Help prepare materials for major mailing projects.
- Draft donor communications.
- Research grant prospects.
- Organize development files and documents.
- Research event venues and help get quotes.
- Assist with special events.
- Research Corporation and foundation funding opportunities.
- Assist Accountant on relevant tasks.
- Work throughout the building – help with clients, help process donations, etc.
- Assist other departments as needed.

## General Requirements:

- Current sophomore or above at an accredited university.
- Must live in the Tulsa area.
- Must be able to commit to 5 hours a week throughout the semester.

## Knowledge, Skills, Abilities:

- Interest in fundraising for the nonprofit sector.
- Strong written and oral communication skills.
- Proficiency in Microsoft Office Suite, specifically Excel.
- Proficiency in Google Docs.
- Willingness to work independently and take initiative on projects.

- Must be comfortable working in an open office environment.
- Excellent interpersonal and communication skills.
- Ability to contribute and thrive in a collaborative work environment.

Hours are flexible and depend on the student's class schedule, course requirements (if applicable), and availability.

Hours per week: Minimum 5 hours a week, Maximum of 20 hours a week