

Position Title: Fundraising and Communications Internship

Reports to: Director, Fund Development and Marketing

Essential Job Function: The Fundraising and Communications Intern will provide support to the Fund Development team. The intern will be integral to the organization's efforts to research, manage, and cultivate our donors, as well as to our efforts to reach new audiences online.

This internship will take place on-site, in-person at the BBBSLV Youth Mentoring Center. Can be flexible with working from home.

The Fundraising and Communications intern will work with the Marketing Manager to create content for social media channels, e-mail, and website with special emphasis on our 50th Anniversary.

The Fundraising and Communications intern will work the Special Events Coordinator on events as assigned with special emphasis on our 50th Anniversary.

Job Duties:

- Assist the Director of Fund Development with major donor and corporate prospect research
- Help maintain Give Effect and Classy database, including data entry and cleanup
- Audit our channels to identify individuals and companies who are currently following and engaging with us
- Propose strategies and promotional concepts to increase engagement across platforms
- Assist in establishing a social ambassador program for our 50th anniversary
- Assist with the production of storytelling videos for the 50th anniversary
- Proofread and edit agency e-newsletters
- Write brief stories for use across distribution channels
- Assist in planning executing fundraising and other donor events
- Other duties as assigned.

Skills and Abilities

- Excellent oral and written communication and interpersonal skills;
- Ability to use time effectively and to focus on details;



- Performance-driven mind-set;
- Customer service orientation;
- Experience working with people from diverse cultures;
- Ability to juggle tasks and set priorities;
- Ability to effectively collaborate with other staff.