

Development Internship

Internship Description

Organization: Lee County Humane Society

Internship Location: Remote

Internship Schedule: M-F, occasional weekends - 10 hrs/week - flexible hours

Submit resume and cover letter to:

Sidney Hancock, Outreach and Development Coordinator

outreachanddevelop@leecountyhumane.org

Overview

The LCHS Development Intern will play a key role in supporting Lee County Humane Society to plan and execute its various charitable giving and outreach programs. The intern will gain experience in various aspects of nonprofit development including but not limited to: large community events, major gifts, donor cultivation and solicitation, corporate sponsorships, planned giving, and special projects fundraising. The Development Intern works under the direct supervision of the Outreach and Development Coordinator and the Shelter Director.

Roles and Responsibilities

- Work under the supervision of the O&D Coordinator to create and implement fundraising campaigns that appeal to program participants, volunteers, donors, and constituents
- Assist with identifying and cultivating new relationships with prospective and current donors
- Provide support in overseeing charitable contributions from individuals, corporations, and foundations
- Assist with creating email correspondence and direct mail for fundraising
- Maintain working knowledge of institutional priorities that may match up with donors' area of interest
- Collaborate with Social Media Coordinator, Social Media Intern, Foster Coordinator, Shelter Director, and others
- Assist in the general distribution of press releases and media alerts
- Assist in the production of marketing materials to support LCHS outreach and development efforts
- Assist in the organization of campaign and promotion details to support social media platforms, website, digital and print newsletters, and weekly newspaper articles
- Provide support during the planning stages and at various live and online events
- Represent LCHS in a professional manner on and off the clock
- Attend a weekly meeting with Outreach and Development Coordinator
- Willingly and cooperatively perform other duties that may not be in specific job description

Required Qualifications

The ideal candidate will be currently enrolled in an undergraduate academic program with a focus on Development, Communications, Non-profit Management, Marketing, or a related field.

- Self motivation and initiative without daily hands-on supervision
- Emotional intelligence
- Personal integrity, reliability, and honesty
- Ability to work independently and collaboratively with peers across the organization
- Diplomacy in interacting with a diverse audience, proficient customer service skills
- Excellent oral and written communication
- Commitment to the objectives of the organization
- Proficiency working with Microsoft Office suite of products
- Ability to lift 40 lbs.
- Must be at least 18 years of age

Desired Qualifications

- Interest and knowledge in the animal welfare and nonprofit industry
- Experience working with a team
- Knowledge of databases such as Donorperfect, Shelterluv, and Constant Contact
- Experience with making presentations
- Event planning and coordination skills