



Job Description: Fundraising/Outreach Intern

Position Description

This position is a support position that enhances the effective implementation of CIVIC programs.

Expectations: Interns are expected to work 10 hours per week based on the established schedule. If you are unable to fulfill your hours, you should contact the ED. Interns are expected to conduct themselves in a professional manner and to abide by all CIVIC procedures and policies. The intern is responsible for the primary responsibilities as outlined below, but is also expected to collaborate and cooperate in the development, implementation and maintenance of all CIVIC programs as needed.

Primary Responsibilities

- Liaison with the Fundraising Committee.
 - Help Develop, Implement, and Maintain Fundraising Projects & Procedures developed by the Board
- Maintain calendar of potential networking events for board
- Maintain Partnership Program renewal calendar and materials
- Manage constant contact list of (potential) sponsors
- Track program impact via alumni project developed and implemented in collaboration with the Communications Committee
- Send email marketing communications as necessary
- Assist with Programming as Needed
- Assist with Visitors as Needed

Performance Measurements: You will report to the Program Officer, who reports directly to the Executive Director. Interns will be evaluated after a 30-day period and again every six months.