

Aggieland Humane Society
Development Intern
Job Description

REPORTS TO: Assistant Development Director

EXEMPT/NON-EXEMPT: Non-exempt - Unpaid

SUMMARY

Opportunity to work with and gain experience in fund development for a grassroots, non-profit organization. The development intern will help build our fundraising programs to diversify our revenue streams and provide long-term sustainability within our funding sources. As our giving programs grow, our ability to respond with creative actions will increase. The non-profit management & fundraising intern will be involved on the ground floor of this process. The position centers on donor relations including data management, fundraising events, and researching donation sites.

GENERAL DUTIES

- Upholding the Base Code of Conduct of the Aggieland Humane Society and State laws
- Managing data and updating information in databases (Little Green Light & Pet Point)
- Engaging with fundraising collateral (email appeals, and thank you notes/phone calls)
- Assisting with preparation for donor events – planning, implementation, & data entry
- Researching donation sites
- Leveraging your own creative thinking to build our fundraising program

EDUCATION/EXPERIENCE

Required

- Undergraduate or graduate student in a nonprofit or business program with interest in pursuing a career in the nonprofit sector preferred

SKILLS/ABILITIES/OTHER REQUIREMENTS

- Strong organizational, written, and verbal skills
- Detail oriented with a high level of accuracy
- A commitment to our values of humane animal care and responsible pet ownership
- Prior database use and/or research skills are preferred
- Must not be allergic to dogs/cats

HOURS PER WEEK

- 10-20 hrs per week

PAY

- Unpaid with the possibility of a \$500 stipend per semester