

Annual Appeal Planning Intern

Department: Philanthropy

Reports to: Director of Philanthropy

DESCRIPTION

This internship will support the director of philanthropy in some or all of the following areas, dependent on the applicants experience, skills, and course of study: research and development, writing, event planning, presenting, and campaigning.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Research all aspects of Annual Appeal and determine strategy for YWCA McLean County for 2017 appeal
- Develop and outline step by step timeline for YWCA McLean County's 2017 event
- Create and/or coordinate development of any collateral pieces needed for successful campaign
- Prepare any needed messaging, both internal and external, including thank you letters, campaign launch, campaign updates, etc.
- Create any visuals and have ready for implementation
- Package and have prepared, with step by step instructions, all materials, etc. for 2017 Annual Appeal Campaign
- Attend scheduled evening and weekend events

QUALIFICATIONS REQUIREMENTS

To perform this internship successfully, an individual must be willing to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

- Coursework at a college junior and senior level preferred in marketing, advertising, business, public relations, or communications
- Microsoft Office proficiency is required

LANGUAGE SKILLS:

- Proficiency in English required
- Excellent verbal and written communication skills required
- Proficiency in at least one other language helpful

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Experience working on successful giving campaigns is preferred
- Excellent organizational skills

- Excellent presentation skills
- Ability to work independently is necessary

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an intern to successfully perform the essential functions of this internship opportunity. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this internship, the intern is frequently required to speak, hear, read, and write. Specific vision abilities required by this position include close vision, depth perception, and the ability to adjust focus. The intern is frequently required to stand, walk, and sit. The intern is seldom required to lift/move up to 45 pounds.

The position requires a reliable mode of transportation.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an intern encounters while performing the essential functions of this internship. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The office for this position is located at 1201 N. Hershey Road, Bloomington, IL 61704. This position may also require travel to places in the community for events and presentations.

I have received a copy of this job description and understand the information included herein.

Employee

Date

Supervisor

Date