

## **Position: Resource Development Intern**

Reports to: Resource Development Director

Position Status: Part Time, Temporary, EOE

**Scope of Position:** United Way of Larimer County is now accepting applications for an internship to support fundraising efforts in the Resource Development Department. This internship will provide valuable career experience while making a difference in the community.

## **Essential Job Functions:**

- Assist in Donor Retention Efforts
  - Manage stewardship of donors through phone calls and hand-written notes.
  - Update and maintain donor database
  - Keep accurate records of all interactions
  - Provide excellent customer service to accounts
  - Engage with individual donors to renew gifts each year
  - Develop and build relationships with accounts to increase engagement and support
- Develop and maintain strong relationships with all constituents
  - Develop key partnerships throughout Larimer County
  - Network through professional organizations, service clubs and/or Chamber networking events
  - Provide good stewardship to accounts to retain their support
  - Steward corporate gifts
  - Engage in relationship building with all accounts
- Implement and manage departmental key activity plans, as assigned
- Implement, manage and support departmental special projects, as assigned
- Support departmental events, as needed

## **Other Job Functions**

- Maintain excellent communication with all staff
- Assist staff with various administrative and clerical tasks
- Solicit for in-kind donations
- Attend and participate in Resource Development and other staff meetings
- Other duties as assigned

## **Potential Experience / Opportunities to Gain**

- Flexibility in schedule
- Duties somewhat flexible—can be tailored to strengths or interests

- Gain hands-on fundraising experience
- Meet and network with businesses and non-profits in Larimer County
- Work independently and with the freedom to be creative
- Practice and gain new interpersonal skills
- Improve clerical and administrative skills
- Learn to work with a database
- Learn about non-profit management
- Gain perspective on benefits of charitable giving
- Add experience with a reputable leader in the nonprofit community on a national level to your resume

### **Qualifications:**

- Organizational skills, attention to detail, and analytic and strategic thinking
- Dynamic, energetic and driven personality
- Strong leadership skills with an aptitude for resourcefulness
- Effective written and verbal communication skills, as well as solid interpersonal skills
- Ability to work independently, as part of a team, and in a flexible environment
- Capability to prioritize and manage a multitude of tasks
- A self-starter who takes initiative

### **Position:**

- Minimum of 10 hours/week. Specific schedule and duration of role flexible depending on candidate
- Position is contingent upon successful background check
- Must have own reliable transportation, valid driver's license and proof of insurance. Mileage reimbursement is provided

### **To Apply:**

Email your resume and cover letter including why you want to work with United Way of Larimer County to Christina Cooper at [ccooper@uwaylc.org](mailto:ccooper@uwaylc.org).