



**POSITION:** Fund Development + Special Events Assistant

**CLASSIFICATION:** Internship

**REPORTS TO:** Director of Development

**POSITION SUMMARY:**

This is an internship in which the individual serves as a support to the Director of Development to assist with maximizing fund development potential for Big Brothers Big Sisters in the Northeast Wisconsin region through research and administrative support.

**KEY RESPONSIBILITIES:**

1. Build and develop relationships with community and corporate leaders to cultivate and engage new and lapsed donors.
  - a. Research civic groups and community organizations
  - b. Assist with scheduling presentations
  - c. Occasionally, attend networking events with Director of Development
  - d. Support recruitment of Bigs
2. Coordinate meaningful donor recognition and stewardship, to develop a stronger relationship with the donor and to regularly communicate to deepen the relationship.
  - a. Help with researching and compiling successful donor engagement strategies
  - b. Help write thank you cards and other administrative tasks for stewardship
  - c. Help make phone calls and follow up with donors
3. Coordination of special events, small socials and outreach activities developed and supported by the Fundraising Committee.
  - a. Help build alumni/friends of the organization program
  - b. Assist with administrative tasks associated with the special event
  - c. Attend and participate in committee meetings
  - d. Call prospective sponsors and help with in-kind donation solicitation
  - e. Help with volunteer recruitment
  - f. Attend events and help with day-of event needs

**POSITION QUALIFICATIONS:**

1. Seeking a degree in Public Administration, Nonprofit, Management, Business, or Communications preferred – or those seeking to gain experience in the nonprofit sector.
2. Excellent written & spoken communication and is willing to make phone calls.
3. Proficient in Microsoft Office Programs (Word, Excel, PowerPoint)
4. Positive, professional attitude and demeanor.
5. Superb organizational skills and exceptional attention to detail.
6. Valid driver's license, good driving record and reliable transportation. Occasional travel is required and is almost entirely local in nature.
7. Preferred Skills/Background:
  - a. Demonstrated volunteer experience or campus involvement
  - b. Familiarity with Fund Development through experience, or coursework
  - c. Ability to present in front of others with passion and enthusiasm

Questions? Contact Brehanna Skaletski [brehannas@bbbsnew.org](mailto:brehannas@bbbsnew.org) if interested.