



JOB TITLE: Development Intern

REPORTS TO: Executive Director, Development Director, Operations Director

LOCATION: 315 4th St. S. La Crosse, Wisconsin – serving 15 counties.

JOB SUMMARY: This internship would be strongly focused on preparing and implementing the groundwork for fundraising events. As an intern, you would work closely with the planning committee of each fundraiser to organize and create the event(s) as well as develop partnerships with businesses. Other opportunities may include helping prepare presentations to companies, data entry, attending committee meetings and networking events, and coordination of smaller projects.

SKILLS AND KNOWLEDGE REQUIRED:

- Accepting students classified as Sophomores, Juniors, and Seniors (preference for Juniors and Seniors).
- Minimum GPA of 2.75.
- Availability to work at 12-15 flexible hours per week for the duration of the school semester.
- Able to maintain a high degree of discretion dealing with confidential information.
- Must be available to work from our downtown office.
- Strong communication and interpersonal skills.
- Comfortable talking on the phone.
- Must be able to work independently and as part of a small team.
- Organized with an attention to detail.
- Must be self-motivated, flexible, and able to manage multiple priorities.
- Intuitive and idea driven with the ability to be a self-starter.
- Familiarity with Microsoft Office Suite (Outlook, Excel, PowerPoint, etc.)
- Schedule must be flexible enough to be able to attend occasional evening or weekend events or activities as needed.

EDUCATION AND WORK EXPERIENCE REQUIRED:

- A high school diploma or equivalent preferred; currently enrolled in undergraduate or graduate studies preferred. Majors in the Business and/or Marketing fields are preferred.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, organize, and market fund development events (annual gala, golf outing, pub crawl, movie nights, etc.).
- Assist in any agency events or fundraising activities as needed (Annual Giving, Giving Tuesday, capital campaign, etc.).
- Assist in the marketing of Big Brothers Big Sisters of the 7 Rivers Region.
- Assists in maintaining database of all current and prospective donors to include individual donors as well as institutional and government sources of funding.
- Participate in local networking events.
- Help oversee the identification, cultivation, solicitation, and stewardship of individual donors at BBBS.



- Assists in the identification of possible grant and corporate sponsorship opportunities.
- Assist in other fund development or marketing activities as deemed necessary.

The above statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential duties and responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position. BBBS may change the specific job duties with or without prior notice based on the needs of the organization.

EQUAL EMPLOYMENT OPPORTUNITY

At BBBS we are committed to providing an environment of mutual respect where equal employment opportunities are available to all qualified individuals without regard to race, creed, color, religion, national origin, age, sex, marital status, sexual orientation, or disability.