

Intern Job Description: Events and Fundraising Intern

Purpose: To further the mission of Big Brothers Big Sisters of the Brazos Valley (BBBSBV) by assisting with fundraising events and development activities. Internships are available for the Summer, Fall and/or Spring semesters.

Duties and Responsibilities:

- Recruit groups and individuals for fundraising events, including, but not limited to, A Night of Magic (Nov), Bowl for Kids Sake (March) and Sporting Clay Shoot (May) via phone, email, social media etc.
- Assist with the marketing and logistics for third-party fundraising events.
- Provide support for on-going development activities including prospect research, grant writing support, build sponsor program administration, and program marketing.
- Serve as ongoing point of contact for event participants before and after their event day.
- Develop social media marketing, recruitment, and event updates for events including Facebook updates, tweets, and blog posts.
- Provide event participants with necessary documentation in a timely manner.
- Manage participant and donor data in software programs.
- Develop and manage fundraising incentive programs.
- Attend and participate in event related activities and meetings.

General Requirements:

- Self-motivate, team player with the ability to meet deadlines, remain flexible, and adjust to changing priorities.
- Strong organizational skills, with keen attention to details, as well as excellent problem solving abilities.
- Excellent oral and written communication skills.
- Experience working with social media platforms (i.e. Facebook, Twitter).
- Have self-discipline and time management skills necessary to work independently.
- Proficient in Microsoft Office, specifically Word and Excel.
- Have regular and consistent computer and internet access, including the ability to work online.
- Possess a valid driver's license.
- Currently be working towards a degree at a university, college, or trade school, in a related field.
- At least a junior class standing/ranking, with a minimum 3.0GPA/4.0 scale.
- This internship is open to all majors; emphasis on Nonprofit Management, Fundraising, Event Planning, Business Administration, Operations Management, and Project Management.

Work Schedule/Time Commitment:

Flexible schedule with the ability to work evenings and weekends as needed, approximately 10-15 hours/week, with exact days and times to be determined according to your school schedule. Some job duties may be done from home, but weekly meetings with Program Director will be required.

Stipend:

This internship is not stipend; however, there is the potential for academic credit.

Responsible to: BBBSBV Program Director Terry Dougherty

To apply for this internship, please send a cover letter and resume to tdougherty@bigmentor.org.