



Intern Job Description: Development Intern/Volunteer

The Connecticut Boys and Girls State Foundation is a 501(c)3 non-profit organization that believes in inspiring young men and women to become active and engaged citizens in our democracy and upholding the pillars of the American Legion Family. In a political climate that is becoming more divisive than inclusive, the need for leadership among our youth has never been more critical. Through the American Legion Family's programs, the youth will learn how they can direct all aspects of local and state government, strengthen their leadership and presentation skills, and develop solutions to critical problems facing them today. As a result of their participation in the program and engagement in the alumni association, we empower graduates to become active citizens within their respective communities, inspire action and lead enduring change that will last a lifetime.

Position: Development Intern/Volunteer

Description: The Connecticut Boys and Girls State Foundation seeks a dynamic, self-starter to assist development and fundraising efforts. This internship/volunteer opportunity is an excellent way to experience various aspects of non-profit fund development while working for an all-volunteer non-profit organization.

Responsibilities:

- Conducting prospect research on individual, foundation, and corporate donors
- Maintaining donor and grant database and files, including calendaring deadlines, logging donations, generating and sending donor acknowledgements, and logging donor appreciation efforts
- Supporting creating and dissemination of the Foundation's fundraising campaigns and initiatives
- Assist with annual application and year-round tracking of workplace giving campaigns
- Assisting team with grant application writing and tracking
- Assisting team with researching state and federal regulations regarding donor solicitation (e.g., registration with offices in other states) and general development efforts (e.g., raffles, auctions, etc.)
- Supporting team with logistics for special events, including assisting with creation of invitation list, all logistics, soliciting sponsors and donations, communicating with venue and vendors, and other related tasks
- Tracking and evaluating all development efforts
- Working with Board of Trustees Development Committee to implement development strategies

Qualifications:

- Completed or working toward a college degree, preferably in a related field
- Previous internship or related experience in development or fundraising is a plus
- Be skilled at a variety of computer skills (e.g., Microsoft Office Suite, Adobe; knowledge of InDesign & Photoshop)
- Possess a high level of organizational skills and be detail-oriented
- Possess solid oral and written communication skills
- Possess an interest in a non-profit career, particularly in development and fundraising

Start Date: Position open until filled, requires 3 – 6-month commitment

Hours: 12 hours/week with work completed remotely or in conjunction with Board and committee meetings

Pay: This is an unpaid/Volunteer internship. There is opportunity for school credit if allowed by the college/university of applicant. Position offers an excellent opportunity to work on substantive projects and can result in a great reference.

To Apply: Please send a cover letter and resume to James Hefner, CEO at JHefner@ctbgsfoundation.org.