

The Air Zoo

Position Title: Development Intern

Supervisor: Director of Engagement and Development Associate

Position Objectives: Responsible for supporting the advancement of the Air Zoo and the fulfillment of the organization's mission and goals. Requires a minimum of 300-hour commitment, averaging 20 hours per week for a 15-week semester

Responsibilities

1. Assist with Microsoft Excel data entry.
2. Work closely with Development staff on donation requests, including receiving, tracking and disseminating donations.
3. Attend internal and outreach events as needed to act as an ambassador for the Air Zoo.
4. Assist in the coordination and implementation of Air Zoo special events.
5. Assist with grant research, writing and reporting.
6. Collaborate and provide input on annual and midyear appeals for the organization.
7. Complete other duties and projects as assigned to advance the mission of the Air Zoo.
8. Attend and participate in Air Zoo monthly all-staff meetings.

Minimum Education / Experience Required (For School Credit)

Currently enrolled as a student in an undergraduate- or graduate-level program in Social Work, Public Administration or other related field.

Knowledge, Skills and Abilities Required

Excellent organizational skills
Detail oriented and committed to tasks
Works well independently
Knowledge of Microsoft Office programs, with high proficiency in Microsoft Word and Excel
Ability to sit for long periods of time when using the computer

Incumbent

Date

Supervisor

Date

Volunteer and Membership Manager

Date

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.