

Events and Promotions Interns play a vital role in the overall success at CEED. As a E&P Intern you will learn new and improved skills, obtain a more complete and impressive resume, earn professional recommendations, make new professional connections, have a greater sense of professionalism, more confidence, completed projects and presentations, and professional feedback.

You must be comfortable asking businesses and individuals for money to work as an E&P Intern. Shifts take place 9am-2pm Monday-Thursday, but times are somewhat flexible. Interns are requested to work at least two shifts per week.

#### Development Assistant - Fundraising Responsibilities

- Good communication skills and the ability to speak with professionals are required.
- Some prior knowledge of basic navigation of the Internet and basic computer programs; i.e. Word, Excel, shared Google documents
- Provide administrative support to the Events and Promotions Director including: booking appointments, completing expense reports, draft correspondences, prepare background information on prospective donors or current trustees, and other administrative duties as needed.
- Identify and conduct research on prospective donors as well as outreach and follow-up, including mailing prospect kits and scheduling meetings.
- Support donor relations through direct and indirect means (phone calls, emails, mailings, etc.).
- Utilize fundraising database - including data entry, running reports and queries tracking event attendance, maintaining donor records
- Coordinate and manage speaking engagements for directors, including preparing materials, booking scholar travel and hotels, maintaining RSVPs, and working with event locations regarding ordering food, registration and logistics of event
- Utilize graphic design software to create invitations, programs, etc. for events
- Track multi-year gifts and donations for database
- Work with Events and Promotions director for scheduling and creating event invitations, marketing materials, etc.
- Work with Events and Promotions Director and staff to assist in special events
- Work with Events and Promotions Director to facilitate donor needs/requests
- Assist with Board meeting preparation
- Discreetly handle highly confidential donor information
- Accurately update contact information
- Respond to questions or requests from donors
- Write thank you notes to donors
- Comfortable soliciting for donations and speaking on the behalf of CEED.
- Maintain the highest standards of quality, courtesy, tact, discretion, and customer service in all interactions.

Please send your resume to [events@nceed.org](mailto:events@nceed.org)