

DEVELOPMENT INTERN

Purpose:

To further the mission of the Foundation for Food and Agriculture Research (FFAR) by assisting with fundraising and development activities.

Duties and Responsibilities:

- Learn about the challenges facing food and agriculture
- Help design and develop program materials for prospects/donors
- Assist in developing donor outreach strategies
- Identify and create donor prospect lists
- Complete donor research on current and prospective donors
- Update current and prospective donor records in database
- Provide general staff support to the Development Department and team members
- Provide organizational support as requested or necessary

General Requirements:

- Self-motivated, team player with the ability to meet deadlines, remain flexible, and adjust to changing priorities in a fast-paced environment
- Strong organizational skills, with keen attention to details, as well as excellent problem solving abilities
- Excellent oral and written communication skills
- Proficient in Microsoft Office, specifically Word and Excel
- Fundraising/Donor Database software experience is a plus
- Currently be working toward a degree at a university or college in a related field
- This internship is open to all majors; emphasis on Nonprofit Management, Fundraising, Business Administration and Project Management

Work Schedule/Time Commitment:

FFAR asks for a commitment to a minimum of 20 hours per week, however we are flexible with scheduling. Compensation as a part time employee will be at the hourly rate of \$12.50. You will not be eligible for benefits except those related to the internship program which includes a stipend of \$35.00 per week to offset travel expenses related to this internship. Academic credit is available.

How to apply:

This internship is open to all individuals who are interested in fundraising/development, regardless of major. Please send your application to Renee Bullion at rbullion@foundationfar.org with the subject line "Development/Fundraising Intern".

Please include the following information:

- A cover letter and resume, along with a short writing sample. (Writing samples can be pulled from coursework and shortened appropriately. Please make sure the context of the sample is clear.)
- Potential start and end date.