



DEVELOPMENT INTERN

The mission of the Child Advocacy Center is to respond to child abuse through a team approach designed to reduce trauma, seek justice, and provide hope and healing for children and their families.

SUMMARY OF INTERN OPPORTUNITY

The Development intern will work closely with the Development team to help achieve our fundraising goals, increase donor engagement, and raise awareness of the Child Advocacy Center's services. This will be achieved through experience with social media, event production, software utilization, grant research, data entry, and other duties identified as necessary to support the mission of the organization.

Commented [DB1]: Should we specify fundraising/donor management/marketing software?

ESSENTIAL JOB DUTIES

Social Media

Assist the Special Events & Volunteer Coordinator with the production and distribution of social media posts.

- Develop and assist with the management of the CAC TikTok platform
- Idea development/content creation for future posts
- Assist with photography for social media content
- Write copy for Facebook and/or Instagram posts

Commented [DB2]: Not sure you want them to manage it...just know you don't want to be the one creating the posts.

Special Events

Assist the Special Events & Volunteer Coordinator with the planning of our two fall events: Harvest of Hope and Monster Dash.

- Attend committee meetings (when available)
- Perform administrative tasks related to events
- Assist with photography at events
- Write copy for auction descriptions

Donor Management

Assist the Development Director in tracking donations, analyzing donor data and trends, as well as help with the acknowledgement and recognition of donors according to the Stewardship Plan.

- Learn how to utilize our donor management and fundraising software to complete the following tasks:
 - Input/track donations
 - Report creation and utilization
 - Assist with the creation of email copy and design
- Receive, sort, and distribute in-kind donations and complete the in-kind donation slip.
- Help with donor thank you notes and phone calls.

Grant Management

Assist the Grant Manager with the management of active grants, as well as with the search for prospective new grant opportunities.

- Identify prospective new funders and gather information regarding their giving history, including:
 - Funding priorities
 - Average grant award amounts
 - Grant requirements
- Assist with the collection of information and data for grant reports on active grants
- Help scan and save grant files to our online database

General

- Observe CAC Development team meetings (when available).
- Read and comply with the policies and procedures of the Child Advocacy Center as outlined in the Employee Handbook and Setting the Standard: Procedure Guidebook for Best Practices.
- Other duties as assigned.

Commented [DB3]: I don't know what else to call this, but these are the only bullets that didn't fit into another category.

SUPERVISORY RESPONSIBILITIES

Interns do not customarily or routinely exercise discretion and judgment in the performance of his or her duties, nor do they supervise others.

QUALIFICATIONS

Interns at the Child Advocacy Center must be actively pursuing a degree in hospitality, marketing, business or a related field. Interns must be willing and able to complete the amount of hours required by their university – or at least 100 hours within 3 months. Interns must be seeking internship credit at their college or university and have an advisor/instructor for accountability purposes. Experience working with social media and/or events is preferred.

Commented [DB4]: Within what timeframe? Are we thinking one quarter/3 months?

OTHER

Interns must be 18 years of age and submit to a criminal history background check prior to starting.

FUNDING FOR THIS POSITION

Internships at the Child Advocacy Center are unpaid. No VOCA dollars are used to pay for internships.

REVISED

March 25th, 2022

This job description is meant to describe the general nature and duties that may be required of this position within the Child Advocacy Center. It is not intended to be an exhaustive list of all duties and responsibilities associated with this job. Nothing in this job description restricts your supervisor's right to assign or reassign duties and responsibilities to this job at any time. All employment relationships at the Child Advocacy Center are of an at-will nature and may be terminated at any time, with or without cause, and with or without notice. This job description does not constitute a contract of employment.



I have received a copy of my job description and understand the expectations of my position at the Child Advocacy Center.

Signature

Date