



Fundraising and Development

Job Title: Fundraising and Development Intern

Country Profile: US Programs

Location: 30 Jay Street; Lower Level Schenectady, NY 12305

Period: SPRING, SUMMER or FALL

Position Description:

SENG is seeking a current college student, current graduate student, or recent college graduate who is interested in serving as an intern and providing a wide range of database, research, administrative, and general support to the SENG development team. In return, SENG will provide an opportunity for the intern to gain experience in and familiarity with areas such as fundraising, philanthropy, international development, children's issues, and the day-to-day operations of a nonprofit organization with a global reach.

Responsibilities:

- Conduct research on potential donors, strategic partners, markets and industries.
- Prepare reports and presentations for internal and external use.
- Assist in the development of correspondence, reports, proposals and donor appeals.
- Assist the development staff in planning donor events and other activities.
- Attend department and staff meetings
- Assist the development staff in entering data into Donor Perfect SENG's donor database.

Requirements:

- Pursuing a degree in Fundraising Management, or Non Profit Management or related field, or equivalent experience
- Strong writing and research abilities
- Ability to work independently with attention to detail
- Personable and professional demeanor and appearance with excellent communication, coordinating and networking skills
- Strong intercultural communication skills; demonstrated ability to work effectively with people from other cultural backgrounds
- Proficient in MS Office Applications (Word, Excel, Outlook, Power Point); experience with database management programs a plus
- Ability to maintain confidentiality regarding client/donor information

Commitment:

- Minimum commitment of 10 hours/week for 3 months
- Availability during SENG business hours (M-F, 9:30am to 4:30pm EDT)

Reports to: The Development Intern will report to the Executive Director and liaise with the Development Coordinator and SENG Communications Manager.

To Apply:

Submit a resume, **cover letter**, and **internship application** to the Internship Coordinator, at <mailto:volunteer@sengifted.org> Some positions may require additional documents. Applicants will not be contacted for interviews until all materials are received. While the above is a description of the essential functions of the position, other duties may be assigned. This job description is subject to change at the discretion of management. SENG – Supporting the Emotional Needs of the Gifted is a 501c3 organization.