

Development Intern

Job Title: Development and Fundraising Intern

Reports to: Nyssa Miccio

Job Type: Unpaid

Location: SOAZ Tucson Office- Tucson, AZ - 3340 N Country Club Ste: 102, Tucson, AZ 85716

Duration: 15 Weeks

Job Description: This is an intern position with flexible hours (working up to 15 hours a week) working with the Development Staff. Special Olympics Arizona seeks a current college student, current graduate student, or recent college graduate who is interested in serving as a Development Intern and providing a wide range of database, research, administrative, and general support to the SOAZ development team. In return, SOAZ will provide an opportunity for the intern to gain experience in and familiarity with areas such as fundraising, philanthropy, advocacy, consumer advocacy, and the day-to-day operations of a nonprofit organization with a national reach. Successful applicants gain experience in the administrative and external roles of the Development Office, from stewarding donors, writing monthly pieces, understanding the importance of quality control in fundraising, and interacting with vendors. Interns have the chance to explore various avenues of fundraising from grant proposals, event planning and all forms of individual giving. This position will report to the Director of Development and Marketing.

Job Roles: The Development and Events Intern internship position will provide you with substantial experience in nonprofit development and management, grant writing, event planning, researching donor prospects, and solicitation strategizing.

Learning Objectives:

- Knowledge or Skills Acquisition: Knowledge or skills you hope to acquire during the internship such as learning to use appropriate procedures, equipment, or methods.
- Personal/Professional: Skills you hope to apply or cultivate such as self-confidence, interpersonal skills, working effectively with others, professional meeting/email/telephone etiquette, networking, written communication, relationships with supervisors, time management, organization, decision making, etc.
- Career Knowledge: Gaining new information regarding the company, the industry, or job duties.

How Many Students Do You Expect to Hire for this Position: 1 or 2

Approximate Salary: \$0



Required Documents:

Please email resume to Heather Turkes, Heather@SpecialOlympicsArizona.org

Specific Job Duties:

Responsibilities:

- Research new foundations to apply for funding
- Research and develop events in new fundraising markets
- Research event venues and caterers, and help to get quotes
- Depending on availability, provide assistance at key high profile events
- Depending on experience, help design invitations and event promotions
- Help with organizing our national Life Is A Wave Gala
- Help in researching potential donors
- Help in conducting in-depth research into new fundraising markets
- Provide support in sending mailings and invitations
- Help provide current donors and members with information requests
- Help with maintaining database records
- Help with "busy" work including envelope stuffing and administrative duties like data entry.
- Develop new approaches and enhance existing processes for our operations

Minimum Qualifications/Skills

- Interest in fundraising for the nonprofit sector
- Knowledge of Microsoft Office Suite
- Clear written and oral communication abilities
- Strong interpersonal skills and attention to detail
- Passion for Special Olympics Arizona

Desired Qualification/Skills:

- Knowledge of Microsoft Office Suite
- Familiarity with and/or experience with databases, preferably with Raiser's Edge
- Experience in Microsoft Excel, Word and Publisher and possess good organizational skills.

Training the Intern will receive:

During the onboarding process, the intern will receive SOAZ Volunteer Class A certification, training in Cervis

Screening:

Must pass Criminal and National Sex Offender Registry background screening. *(Required for all staff)*

Physical Demands Include:

Standing, walking, climbing ladders, squatting, lifting through full range (must be able to lift a min of 25lbs), working in confined spaces, working in extremes of heat, cold and inclement weather as well as working at heights above 6'. Moderate to heavy physical demands, will be required to load and unload trucks, and to lift equipment and other merchandise.

Transportation:

Must have own reliable transportation, a valid AZ driver's license, a good driving history, and fulfill assignments with reliability and punctuality.

Work Schedule

This position's work schedule will be determined by the demands of the position, but will be limited to a 15 hour work week including evenings, weekends, and some in-state travel.

NOTE: The above examples are intended only as illustrations of the duties of this position. The absence of specific statements of duties does not exclude these tasks from the position if the work is similar, related to or logical assignments of the position.



MISSION

The mission of Special Olympics Arizona is to provide year-round sports training and athletic competition in a variety of Olympic-type sports for children and adults with cognitive disabilities, giving them continuing opportunities to develop physical fitness, demonstrate courage, experience joy and participate in a sharing of gifts, skills and friendship with their families, other Special Olympics athletes and the community.

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