



2008 Fund Development Internship Experience Fall 2008, Spring 2009

Time Period

The following periods are available:

- Fall 2008 Term: 10-15 hours per week.
- Spring 2009 Term: 10-15 hours per week.
- Weekly hours flexible but should be consistent week to week.

Internship Description

Leadership Austin offers community leadership education programs to Central Texans, teaching diverse leaders to work collaboratively to create innovative solutions to tough regional issues.

The Fund Development intern will report to the Vice President of Development and Marketing to design and implement fundraising and stewardship plans for Leadership Austin. **This is an unpaid internship.** Interns must commit to an entire term to be considered and should be an upper-level student with an interest in non-profit work.

Leadership Austin's fund development program includes identification, cultivation/discovery and stewardship (thanking donors appropriately and maintaining the relationship) of donors. The Fund Development Intern will assist the VP of Development and Marketing to execute the fundraising plan for the year with the purpose of generating funds to continue contributing to the community through leadership development programs.

The purpose of the internship experience is to learn the fundamentals of non-profit fundraising, particularly the importance of thanking donors appropriately as a tool for donor retention and community goodwill. The Fund Development intern will have the opportunity to participate in the critical area of fundraising which is central to all nonprofit organizations, while having the opportunity to build strong community connections with Central Texas leaders.

Skills required

- Interest in working in a nonprofit environment and learning about tools to enable a nonprofit organization carry out their mission
- Excellent phone and email skills; comfortable conversing with high-profile community leaders
- Strong writing and editing skills
- Strong primary and secondary research skills (including interviewing, web, etc)
- Ability to manage multiple projects and deadlines simultaneously
- Careful attention to detail
- Must be familiar with Microsoft Office tools (Excel, Outlook, etc) and comfortable learning new technology systems. Experience with constituency management databases (especially Raiser's Edge) a definite plus.

Activities to include (but not limited to)

- Learning about Leadership Austin's programming, market approach and fundraising outreach programs, including individual donations, corporate sponsorship, membership drive, etc.
- Becoming familiar with the organization's tools for fundraising activities (including Raiser's Edge constituency management database).
- Creating a sustainable stewardship plan tailored to Leadership Austin's needs.
- Implement stewardship plan, managing acknowledgements and reporting for Leadership Austin Board of Directors and development staff.
- Additional assistance to Vice President of Development and Marketing as needed

About Leadership Austin

Leadership Austin fosters a non-partisan environment where people of diverse backgrounds and experience come together to learn about civic leadership, engage in meaningful dialogue about important public issues, and collaborate to make a difference in Central Texas. Leadership Austin offers programming that serves the broad continuum of leadership experience and interests at every stage in an individual's leadership career. Those who have trained with Leadership Austin are influencing the community in measurable ways and improving the quality of life in our region. www.leadershipaustin.org.

Interested individuals should send a resume and cover letter to Hannah Nokes, Vice President, Development and Marketing: hnokes@leadershipaustin.org.