

Resource Development Internship Position

Department: Resource Development
Supervisor: Stuart Haniff
Location: 9644 Hermosa Ave, Rancho Cucamonga, CA 91730
Type: Class Credit Only

Inland Empire United Way Internship Experience - Gain valuable experience while having a direct impact on the community in which you live.

General Statement of Duties

The Resource Development Intern is responsible for planning, contacting, coordinating, and conducting successful fund-raising activities within the community and the assigned accounts. This position reports to the Director of Resource Development as well as to the leads within the department.

Typical Responsibilities

- Research, develop and implement strategies to improve campaign effectiveness to ensure the goals of the annual campaign are met.
- Prepare and review comprehensive analysis for each account.
- Review and monitor campaigns during and upon completion to identify problem areas and determine solutions.
- Maintain accurate and complete records on assigned accounts, reflecting changes in key personnel, number of employees, campaign history and frequency of contacts.
- Research and identify community development needs and activities, and help strategize IEUW's response to and involvement.

Background/Qualifications

- Experience in marketing and project management desirable.
- Ability to work independently, manage time effectively, organize multiple tasks, and meet deadlines.
- Possess the talent needed to build and maintain relationships with individuals, community groups, agencies, organizations, businesses and institutions.
- Must demonstrate basic computer skills; proficiency with a Windows operating system (Word, Excel, Internet and Data Base management).
- If you thrive on new experiences, want to make a difference in the lives of others and are interested in learning more about nonprofits, this is the opportunity for you.

For immediate consideration, please send a cover letter and resume to Stuart Haniff at shaniff@ieuw.org.