

# Advancement Internship

Application Deadline: 11:59pm on Sunday, March 12, 2023

Questions: [smccrimmon@thevalentine.org](mailto:smccrimmon@thevalentine.org)

**Position Description:** This intern will gain hands-on experience with nonprofit development work, donor relations, event planning, and constituent record management as a member of the Valentine's advancement team. During the course of the summer, the intern will aid in planning and organizing a summer concert series, developing an understanding of community building as a fundraising and stewardship strategy. Additionally, the student will gain experience planning and executing a donor stewardship campaign.

## Duties Include:

- Collaborating with members of the Advancement team to plan and promote community events over the course of the summer
- Staffing occasional Valentine-hosted programs such as Hard Hat Happy Hours, summer concerts, and member appreciation events
- Building a working understanding of Altru, a Blackbaud ticketing, fundraising, and membership management software.
- Assisting with donor stewardship and constituent record management

**Qualifications include:** An interest in and knowledge of local history, interest in community events and nonprofit audience engagement, working knowledge of Microsoft Office Suite, interest in data management

Candidates should be upper level undergraduates or graduate students currently pursuing a degree in history, communications, marketing, nonprofit management, or a related field.

**Wage & Hours:** Grant funded stipend available in the amount of \$1500.00 per semester. Flexible Schedule, approximately 10-20 hours per week. This position requires some evening availability.

