



INTERNSHIP DESCRIPTION

TITLE: Non-Profit Management

DEPARTMENT: Resource Development

REPORTS TO: Executive Director, Melanie Saxon (MSaxon@redcrossncfc.org)

STATUS: Part-Time and/or Full Time

MAJOR FUNCTIONS AND RESPONSIBILITIES:

1. Be able to communicate to the general public and donors the mission of the American Red Cross and the need for local Chapter support.
2. Engage with the Board of Directors regarding fundraising, community presence, and chapter projects.
3. As needed, assist with writing letters and making phone calls to thank donors giving at mid to high level.
4. Responsible for donor interface and maintaining donor relationships.
5. Assists with the planning and coordination of events and campaigns
6. Plan event logistics to including both human and material resources.
7. Develop community partnerships through sponsorships and event related opportunities.
8. Work with Chapter staff (both paid and volunteer) to market events via media, social networking and personal/individual outlets.
9. Assist with volunteer recruitment efforts to enhance resource development capabilities and areas for engagement.
10. Enhance Donor Stewardship program.
11. Responsible for coordination of event planning and execution.
12. Active member of Red Cross Gators Club on UF Campus.
13. Responsible for all other duties as assigned.

PHYSICAL AND MENTAL REQUIREMENTS: Internship requires a very high level of judgment, exceptional analytic ability and creativity in handling customer service and quality control issues. Internship requires high attention to detail. Internship is physically comfortable; individual has discretion about walking, standing, etc. Internship requires some stooping, bending, and lifting. Internship requires some travel, as well as a valid Florida driver’s license. Internship requires some weekend or evening commitments.

The intent of this internship description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this internship. Incumbents may be requested to perform tasks other than those specifically presented in this description.

I understand the requirements set forth above:

Intern Signature

Date

Supervisor Signature

Date