
DEVELOPMENT INTERN Job Description

BASIC FUNCTION

The **Development Intern** is an unpaid internship designed to provide experience in the planning and execution of a large fundraising event. The position assists the Development Department in the procurement of auction item donations for SIFF's annual gala, Sip For SIFF, on October 27th, 2016.

REPORTING RELATIONSHIP

- Philanthropy Consultant

PRIMARY DUTIES & RESPONSIBILITIES

- Responsible for community outreach engaging with local businesses to obtain in-kind donations using a various means of communication including:
 - Email Correspondence
 - Cold Calling
 - In-person meetings
- Record and track partner lead information
- Assist Philanthropy Consultant with event contracts, logistics, and database management
- Provide overall organization of auction item/package inventory
- Foster positive donor relationships through follow-up and new partner recruitment
- Lead the on-site volunteer team day-of event
- Other duties as assigned

QUALIFICATIONS

- Strong written and verbal communication skills
- Interest in Non-Profit Arts Development and Special Events
- Strong computer software skills, specifically in Microsoft Excel, Word, and databases
- Ability to take initiative, show good judgement, and manage projects from beginning to end
- Strong attention to detail, effective communication skills and a flexible attitude
- Experience in and keen sense of Customer Service industry
- Current enrollment or degree in a relevant field or equivalent work experience a plus
- Available October 27 for day-of event execution and event management

BENEFITS

- Interact with community members, business managers, and owners in the greater Seattle region
- Gain experience in non-profit development, project management, and volunteer management
- Opportunity to work behind the scenes and experience the largest film festival in the country
- Flexible internship structure: opportunity for flexible hours (part-time or full-time), and/or a tailored plan within the guidelines to meet requirements of your academic program
- Class credit fulfillment
- Valuable fundraising work experience
- See great films!

INTERNSHIP DATES

- Beginning immediately through November 4, 2016

TO APPLY

Email your resumé with letter of interest to interns@siff.net indicating **Development Intern** in the subject line.