

INDIVIDUAL GIVING INTERN

Job Description

BASIC FUNCTION

The **Individual Giving Intern** is responsible for supporting the Individual Giving Department in day-to-day work focusing on prospect research, administrative duties, data-entry, and departmental organization.

REPORTING RELATIONSHIP

- Reports to Director of Individual Giving

PRIMARY DUTIES & RESPONSIBILITIES

- Assist in prospect research to identify new donors and members to assist in continuing to grow SIFF's donor and member bases
- Assist the Director of Individual Giving with the organization and processing of all donor relations files and materials including, but not limited to, digitalizing hard copy records
- Lead efforts in keeping all donor records current and up-to-date on a consistent basis
- Create custom donor/member reports as needed
- Work with the Director of Individual Giving and Membership Coordinator to assist in processing and executing on membership requests and renewals
- Attend all development committee meetings and transcribe notes from the meeting
- Assist in scheduling meetings with donors, members, board members, etc.
- Assist in monitoring and tracking donor/member fulfillment as needed
- Other duties as assigned

QUALIFICATIONS

- Strong interpersonal and relationship-building skills
- Excellent written and verbal communication skills
- Self-motivated, able to work effectively both independently and as part of a team
- Superior organizational skills, extreme attention to detail, able to prioritize and multitask
- Strong computer software skills, especially Microsoft Office Suite; understanding of database management systems, FileMaker experience a plus but not required.
- Bachelor degree or enrollment in a development/arts related academic program strongly preferred
- Ability to for a minimum of three months; a commitment of six months preferred; Hours per week flexible

BENEFITS

- Great introduction to and experience in all aspects of Individual Giving including: donor research, donor cultivation and relationship management, database management, and overall resource development support
- 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), at least three months or up to one year commitment, 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!

REFERENCES

- References should speak to the applicant's sense of camaraderie, integrity, professionalism, responsibility, flexibility, and sense of humor.

INTERNSHIP DATES

- Through June 2016