

### **Membership and Development Internship**

This internship is for individuals seeking hands-on, supervised experience in the intricacies of non-profit development and fundraising. Duties will include researching foundations, corporations and individuals, data entry and correspondence with donors, writing and revising proposals to companies and foundations and assisting with fundraising events. The position calls for excellent writing skills and familiarity with standard software applications, as well as an interest in non-profit management. We prefer a university student with a junior year standing or above. This internship is available throughout the year including summer. The Intern is expected to work 30-35 hours a week.

### **Responsibilities:**

- Learn the details of membership recruitment through direct mail and visitor interaction

- Maintain the database, including creating and updating records and performing data entry functions.

- Perform research on potential funding sources

- Participate in meetings and compiling information for development staff about prospects

- Assist in the planning and implementation of special events

- Other assistance as necessary

### **Qualifications:**

- Professional & responsible demeanor

- Interest in learning the details of fundraising for a national battlefield preservation organization

- Proficiency in Microsoft Word & Excel

- Database experience or accounting experience is a plus

- Demonstrated interest in non profit management

### **Outcomes:**

- Intern will gain an excellent overview of major gifts and grass roots fundraising.

- Intern will observe how a Development & Membership department uses varied income streams to meet a multi-million dollar budget.

- Intern will understand how direct mail fundraising finances the preservation and educational mission of the Gettysburg Foundation.

### **Other Information:**

- This is an unpaid internship. Credit is available upon request.

- All internships are based out of our offices in Gettysburg, PA.

- The Gettysburg Foundation does not provide housing for our interns.

- Please send all resumes and cover letters in Microsoft Word (.doc) or Adobe Acrobat (.pdf) format.

- Please refer to our website, <http://gettysburgfoundation.org> for more information about the Gettysburg Foundation.

- For any other questions, please email Terri Altland, Development Coordinator at [taltland@gettysburgfoundation.org](mailto:taltland@gettysburgfoundation.org)