
Internship Position Description

Development Assistant (Revised 04/30/2009)

Exceptions must be pre-approved by the Internship Program Coordinator.

Orientation

- 48 Hour DV Training (not required to start)
- Program Orientations & Visits

On-Going

Development Administration

- Helps plan fundraising events in accordance with FSS goals & objectives, taking into account the need for fundraising as well as PR goals
- Works with development staff & volunteers to ensure that events contain program contact to enhance the audience's knowledge of the mission of FSS
- Prepares paperwork for a successful event & maintains event records
- Solicits sponsorship for fundraising events
- Assist in the execution of fundraising events
- Assists in recruiting volunteers to plan & work on events, educates volunteers on the FSS mission for the purpose of gaining & retaining their commitment
- Aides in researching churches & organizations to establish new relationships
- Maintains relationships with volunteers & funding resources
- Works closely with all members of the of the development team & coordinates & integrates work with team members & across the agency

Special Projects

- Community Outreach Events, DV 101 Presentations
- Other efforts

Supervision & Training

- Individual Supervision (1 hr/10 hrs logged)
- Periodic Check-ins with Intern Program Coordinator

FSS Organizational Efforts / Meetings

- Development Team Meeting
- FSS Email & voicemail
- Placement-specific or Task Force meetings & efforts**

** These are not required, but highly recommended to enrich your learning experience.