UNITED WAY OF RUTHERFORD AND CANNON COUNTIES
DEVELOPMENT INTERNSHIP

POSITION SUMMARY: The development staff at United Way of Rutherford and Cannon Counties seeks an intern to assist in activities related to fundraising and donor development. The ideal candidate is a self-starter, organized, and detail-oriented with strong interpersonal skills.

PRIMARY DUTIES AND RESPONSIBILITIES:
- Plays a role in the development and execution of short and long-range goals and strategies for United Way
- Assists with data entry and maintains accurate information of investors and businesses/organizations
- Collaborates with other development staff and interns in the planning of fundraising work and collective activities
- Serves as a representative of United Way at community events and activities
- Assists with daily operations as it pertains to the development and engagement to ensure overall organizational effectiveness

QUALIFICATIONS:
The qualified candidate must be a junior or senior college student receiving academic credit for the internship (or a graduate-level student seeking experience) and be available approximately 8-20 hours per week between the hours of 8:00 AM and 5:00 PM as well as available for occasional after-hours events. Students majoring in mass communications, marketing, organizational communication, business administration, or a related field preferred.

OTHER SKILLS:
- strong interpersonal and problem-solving skills
- ability to communicate effectively with a diverse range of individuals
- highly developed organizational and planning skills
- highly developed oral and written communication skills
- extremely detail oriented
- ability to handle multiple projects and tasks simultaneously
- proficient in Microsoft Office

WORK ENVIRONMENT: Position is in an office setting that involves everyday risks or discomforts that require normal safety precautions. Frequent off-site meetings and events are also a component of this position.

*The above statements are intended to describe the general nature and level of work being performed by individuals in this position. They are not intended to be an exhaustive list of all duties, responsibilities and skills of personnel so classified.

TO APPLY: Please send your cover letter and résumé to Amy Painter, Director of Development at Amy.Painter@yourlocaluw.org.