



POSITION DESCRIPTION

Date: January 2018 – May 2018
Position Title: Relationship Development Prospect Research & Operations Intern
Reports To: Director of Fundraising Operations
Location: New York, NY

PURPOSE: Provide a hands-on internship opportunity to a student interested in exploring a career in nonprofits. He/she will learn about fundraising, prospect research and operations, working closely with the Relationship Development Operations team.

PRIMARY RESPONSIBILITIES:

The intern will receive training in all areas and responsibilities will include:

- Prospect research serving the department's ongoing information and data needs. Will provide research in a range of formats to fundraisers in major giving, corporate development and special events teams.
- Assist with prospect management projects including database coding, relationship mapping, and others as assigned.
- Assist with maintaining information in Raiser's Edge, our donor database, and help with improving data integrity and reporting.
- Assist with operations-related projects and tasks related to information management, creation of donor mailing lists, gift processing, acknowledgments, and creation of processes and protocols.
- Attend Fundraising Operations weekly team meetings, and fundraiser team meetings as appropriate.

QUALIFICATIONS:

Graduate student or Bachelor's degree candidate interested in learning about the nonprofit field and fundraising operations, including information management and prospect research.

Skills and Knowledge:

- Strong organizational skills, follow-up, and attention to detail
- Curious and inquisitive, with a willingness to learn about new technology, subscription research tools, and donor database
- Ability to work independently as well as collaborate with a team
- Good communication skills, both oral and written
- Strong interpersonal skills/customer service skills
- Proficient in MS office, including Word, Excel, and Outlook
- Demonstrates initiative, resourcefulness, and problem-solving skills

Send cover letter and resume to Marla Berg: marla.berg@autismspeaks.org